

# Child Wellbeing and Protection Policy



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## Version Control

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## 1. Introduction

Welcome to our Child Wellbeing & Protection Policy. We aim to promote a culture of wellbeing in our policy and practice that is child centred and provides guidance and advice in line with national approaches for [Child Protection](#).

The safety and protection of children, young people and protected adults is everyone's responsibility especially when it comes to protecting people from abuse. Triathlon Scotland wants every child, young person and adult who takes part in our sport to be able to participate in an enjoyable and safe environment.

The 'Children and Young People (Scotland) Act 2014', established the concept of wellbeing. ['Getting It Right for Every Child'](#) is a key children's policy that provides a shared approach to working with children and young people in Scotland. It includes common language and goals that bind agencies, services and individuals working with children and young people.

At Triathlon Scotland we have embraced this approach, as wellbeing is entirely congruous with sport. Sport helps everyone to learn new skills, develop confidence and self-esteem, which enhances wellbeing, resilience and potential. Wellbeing promotes ways of working that strengthen our approach and priorities to safeguard and support children and young people.

Triathlon's approach is to work in partnership with our stakeholders, embrace difference, encourage equality and respect the rights of all, including children and young people.

## 2. Our Guiding Principles and Statement of Intent

Children's Rights guide us in what our responsibilities should be. The following rights are highlighted:

- Each child has the right to protection from all forms of abuse, neglect or exploitation;
- Each child has a right to be treated as an individual.
- Each child has the right to express views on all matters that affect them.

The Children's Charter captures what children have identified as what they want us to do:

**Get to know us  
Speak with us  
Listen to us  
Be responsible to us  
Use your power to help**

**Take us seriously  
Involve us  
Respect our privacy  
Put us in touch with the right people  
And help us be safe**

**When working with children and young people these principles underpin our approach to minimise the risk of abuse:**

- Sport should be fun, enjoyable and promote fair play.
- Encourage and value the voice of children and young people in their sport.
- Treat all children and young people with equal respect and dignity.
- Prioritise the wellbeing of all children and young people before winning or achieving performance goals.
- Be an excellent role model in the company of children and young people.
- Always work in an open environment, e.g. avoid private, unobserved situations and secrets.
- Child protection is everyone's responsibility.

### 3. Roles and Responsibilities

The commitment to the protection and wellbeing of all children in its care is a priority for Triathlon Scotland. Our staff, coaches and volunteers are the engine room of the organisation. Their commitment and willingness will be supported and nurtured by our legal and moral obligations to keep children and young people safe.

#### Practice Advice!

- Take all suspicions and allegations of poor practice, misconduct or abuse seriously, respond swiftly and appropriately in accordance with our procedures.
- Ensure that all personal data is processed in line with the requirements of the current Data Protection Act and the Volunteer Scotland Disclosure Services Code of Practice.

#### To keep children safe in our sport Triathlon Scotland will:

- Promote and prioritise the rights of children and young people and protect them from harm.
- Create opportunities to listen to and engage children and young people in our sport.
- Triathlon Scotland shall work in partnership together with children, young people and parents to promote their wellbeing and safety.
- Establish policies and procedures to promote the wellbeing and protection of children.
- Promote and prioritise the child wellbeing & protection policy and procedures including the Code of Conduct for working with children.
- Ensure all affiliated clubs adopt and adhere to this Policy, and be clear of what is required of them.
- Establish a recruitment policy that puts the protection and wellbeing of children and protected adults first.
- Maintain registration with VSDS as an Intermediary Body to facilitate a PVG service on behalf of clubs to prevent unsuitable people from working in the sport.
- Establish a training and development regime that is monitored and quality assured and provides a framework to support safe practice in respect of the protection of children, young people and adults.
- Support the Club Wellbeing Officer to promote leadership of safety and wellbeing.
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate with partners the implementation of the child wellbeing & protection policy and procedures regularly.

### Clubs Should:

- Adhere to the principles and practice contained in the Child Wellbeing & Protection policy.
- Appoint a Club Wellbeing Officer in accordance with our requirements for club affiliation.
- Promote that it is everyone's responsibility to report concerns about abuse or suspected harm.
- Take all reasonable, practical steps to protect children, young people and protected adults from harm, discrimination, degrading treatment and respect and promote their rights.
- Maintain the integrity and confidentiality of any child wellbeing & protection concerns or abuse.
- Ensure all volunteers and coaches have access to and completed child wellbeing & protection education and development programmes.
- Ensure all volunteers, coaches, managers, and other supporting staff fulfil the recruitment requirements for working with children and young people.
- Make referrals to the Children's List as appropriate.

[Appendix 1](#) outlines a club policy statement that should reflect this shift to include wellbeing.

### The Club Wellbeing Officer should:

- Promote this Policy and Codes of Conduct to enable all persons working with children and young people to be fully aware of what is required of them.
- Promote and take all reasonable steps to protect children, young people and protected adults from harm, discrimination, degrading treatment and will respect and promote their rights.
- Conduct the administrative work associated with processing of information on volunteers & staff, i.e. PVG Scheme Applications and Self Declaration Forms, volunteer & staff training records, ensuring confidentiality.
- Have appropriate training through attending [In Safe Hands](#) or other equivalent training, every 3 years.
- Identify the required training for volunteers & staff and circulate details of opportunities to those in the club who are required to attend it.
- Act as the contact person on matters relating to Child Protection at the Club and counsel & advise the club on matters of policy relating to child protection.
- Ensure all incidents are correctly recorded and reported in accordance with Triathlon Scotland policy and procedures.

[Appendix 2](#) contains a template role descriptor for use by clubs.

## 4. Definition of a Child

Triathlon Scotland is committed to ensuring the wellbeing of all individuals involved in the sport regardless of age. The law in Scotland can be ambiguous when it comes to who is, or is not, a child. Generally, a child is defined as anyone less than 16 years of age. Young people aged 16 to 18 years are sometimes classified as children in Scotland<sup>1</sup>. For the purpose of this child wellbeing & protection policy we use the following definition: **a child is defined as anyone less than 18 years of age.**

See the Adult Wellbeing and Protection Guidance for more information on issues relating to those over the age of 18.

## 5. Key Principles of Wellbeing

Wellbeing is a shared concept under the Children and Young People (Scotland) Act 2014. It helps to establish a common approach and understanding of wellbeing; it provides a shared language, it establishes a universal way of working with children and young people, it embodies children's rights. This approach allows everyone to work collectively with the same overarching aim, to improve wellbeing.

The national approach to child protection in Scotland, *Getting it Right for Every Child* (GIRFEC) has wellbeing Indicators that provide the broad framework for helping to consider if a child's needs are being met. They eight indicators, known as [SHANARRI](#) are detailed below:

### **Safe**

Every Child or Young Person is protected from abuse, neglect or harm at home, at school, in the community, at our sporting events and in our sports clubs.

### **Healthy**

Every Child or Young Person should having the highest attainable standards of physical and mental health. They need access to suitable healthcare and support in learning to make healthy, safe choices about their lifestyle. Our triathletes will need advice, support and guidance about diet and physical and mental wellbeing as part of their activity and performance.

### **Achieving**

Our Children and Young People will be supported and guided in learning and in the development of skills, confidence and self-esteem through our sport. Our sport will help Children and Young People to achieve and perform with equality, integrity and fairness.

### **Nurture**

Our coaches and parents with volunteers will endeavour to provide a nurturing environment that will support confidence and develop self-esteem through performance and participation for our Children and Young People.

### **Active**

Children and Young People will have opportunities to take part in our activities and sport, which contribute to healthy growth and development in physical and mental wellbeing.

### **Respected**

Our Children and Young People will have the opportunity to be heard and involved in decisions that affect them within our sport and clubs.

### **Responsible**

We encourage our Children and Young People to seek opportunities take active and responsible roles at in our sport, and where necessary, having appropriate guidance and supervision, to be involved in decisions that affect them.

### **Included**

Our sport wants to create an environment that supports those affected by social, educational, physical and economic inequalities, to be accepted as part of the community in which they participate.



### Practice Advice! Championing Children's Wellbeing

- A child has the right to relax, play and join in a wide range of sporting activities.
- The wellbeing of all children in our care is everyone's responsibility.
- A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to be included.
- A child has the right to express views on all matters that affect them, and should be encouraged or empowered to do so.
- A child's rights, wishes and feelings should be respected and promoted.
- The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations.

## 6. Promoting Wellbeing

Promoting and monitoring a child or young person's wellbeing is synonymous with sport. It is already part and parcel of the coaching and performance environment. Introducing wellbeing into our culture, when working with children and young people is informed by their rights and the [Children's Charter](#).

By promoting a culture of rights and wellbeing throughout our sport and clubs it is possible to reduce situations for the abuse of children to take place and create a safe, empowering and protective environment.

**This is about nurturing and keeping children safe and health, as well as active that will help them to achieve.**

Involving children and young people more in club business or training sessions, creates respect and inclusion. This gives confidence and builds trust as well as giving them an opportunity to take part in the decision-making and planning.

Helping them to be heard in the organisation can influence decision-making and policy. This approach also encourages and enables more confidence to speak out and establishes more visible and accessible lines of communication if a problem emerges.

Other recommended good practices are detailed further in section 11.

**This is about respecting, encouraging responsibility and including children and young people.**

## 7. Wellbeing and Bullying

Triathlon Scotland considers that to get the most out of their athletes nurturing their wellbeing is the most productive way to improved performance. Coaches and volunteers want to create a culture of nurture within clubs but some behaviour between participants and sometimes adults can be considered overbearing. There are some challenges to promote a culture of wellbeing and nurture. One of these issues is bullying which can take many forms both in person and online.

Anyone can be affected by bullying. Bullying can make a person feel lonely, isolated and deeply unhappy. In particular it can have a devastating effect on a child's or young person's self-esteem and destroy their self-confidence and concentration. A child or young person may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and, at worst, cause depression or feelings of worthlessness that can lead to suicide.

[Appendix 4](#) contains Guidelines for Identifying & Managing Bullying. This is inline with recommendations from Respect for All: The National Approach to Anti-Bullying for Scotland's Children and Young People.

## 8. Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, [significant harm](#) to the child.

Children may be abused in a family or in a community or institutional setting, by those known to them or, more rarely, by a stranger.

“Harm” means the ill treatment or the impairment of the health or development of the child, including, for example, impairment suffered as a result of seeing or hearing the ill treatment of another (such as in Domestic Abuse cases).

“Development” can mean physical, intellectual, emotional, social or behavioural development and “health” can mean physical or mental health.

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

- **Physical** - hitting, slapping, pushing, shaking, poisoning, burning, locking them in a room, tying them to a chair
- **Emotional** - threats of harm, being left alone, humiliation, intimidation, causing distress, verbal abuse, bullying, blaming, constant criticism, controlling, depriving contact with others
- **Neglect** - failure to provide medical or physical care, failure to take them to school or the doctor/ dentist or denying medication, food or heating, privacy or dignity
- **Sexual** - sexual activity with a child, photographing, sexual harassment, voyeurism, exhibitionism and grooming

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well.

These definitions including how they manifest themselves in both sporting and non-sporting contexts can be explored further in [Appendix 3](#).

For the purposes of our procedures if we think a child is being harmed or at risk of harm we need to do something about it.

### Practice Advice! Identifying Abuse

- The important thing is noticing changes or signs that a child is in need of help. They may even tell you but not always in an obvious way!
- Some of the behaviours observed in a child or young person may be their way of communicating distress. It might not be related to abuse and this can make you feel unsure about what to do.
- Some children experiencing abuse may not demonstrate any signs. This makes it difficult to recognise.

### So what should you do?

- We all have a responsibility to act on any concerns about wellbeing or abuse.
- It is everyone's job to notice changes, or signs that a child or young person needs our help. The best response to that is to start a conversation to find out what that help might be. By monitoring a child or young person's wellbeing you might be more confident to start that conversations using SHANARRI to help you. For instance- " I've noticed you've not been yourself lately..." or "You've been doing really well but I wondered if..."
- It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused, that is the job of trained professionals. Your job is to notice, respond and report.

## 9. Children and Young People with a Disability

Research<sup>3</sup>, tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

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

Staff and volunteers should take particular care when working with children affected by disability.

## 10. Responding to Concerns - Wellbeing

When working with a child or young person you should have a good idea about their wellbeing. Performance can dip if wellbeing is affected. SHANARRI is used as a guide to help you consider if there is an issue with wellbeing. Using each of the indicators to help form a view and explore this with the child or young person.

### Practice Advice! What to do?

- In all situations where you do not feel the child is safe then you must follow Child Wellbeing and Protection procedures.
- The procedures for responding to a concern apply to all Triathlon Scotland staff and volunteers and have been summarised in the Flowchart below.

### Concerns about the wellbeing of a child (NOT involving concerns about child abuse)

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

A change in behaviour can indicate that a child or young person needs help. Establish from the child or young person what might have brought about the change in their behaviour. Noticing the change and doing nothing is not good practice.

### Practice Advice! Explore the Concern

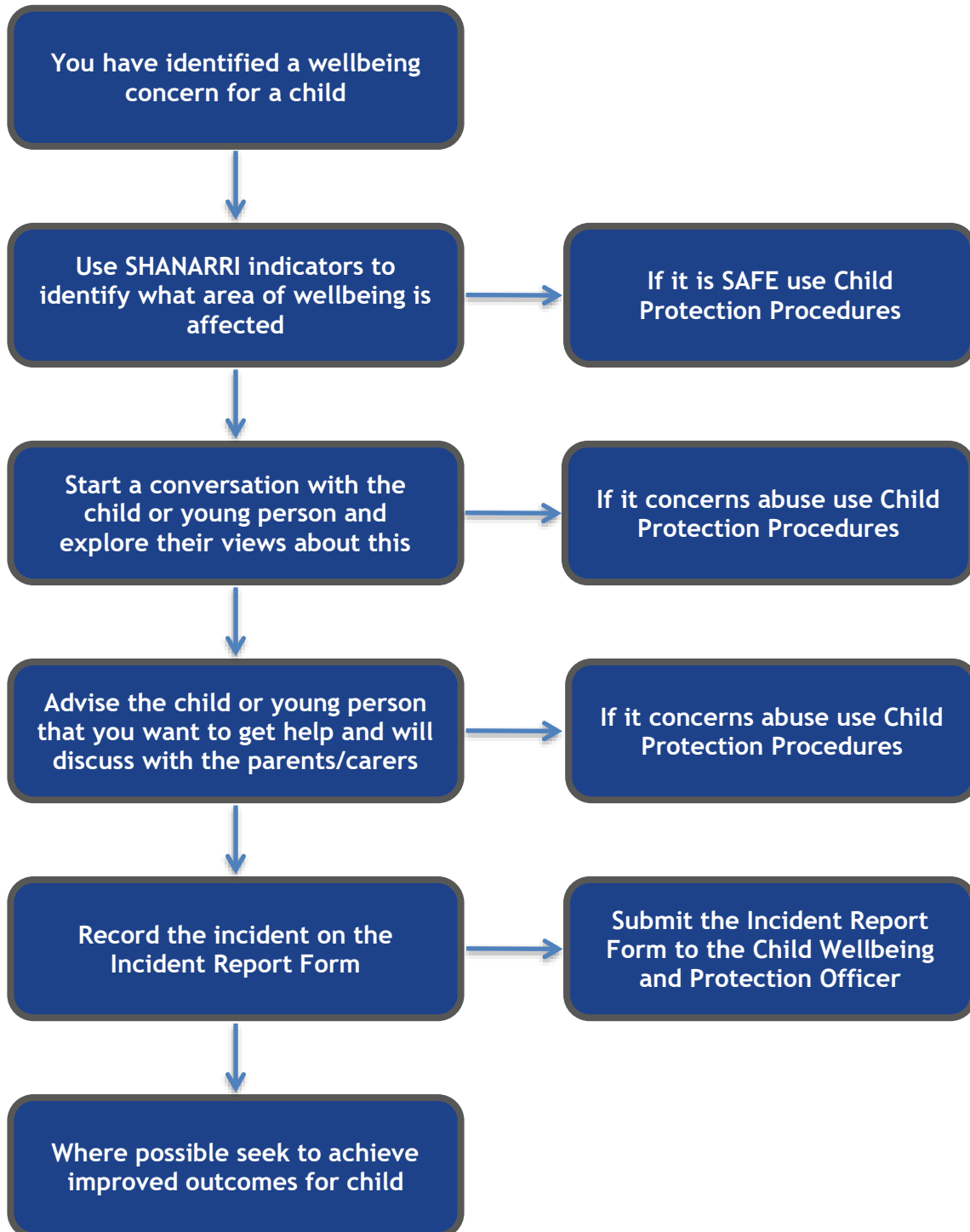
- In the first instance let them know you have a concern, this might give them permission to discuss it with you or identify you as someone they might speak to in the future.
- If the child or young person says nothing, then observe and monitor their presentation and seek to support and encourage them to share it with you or their parents. Record the concern and action taken on the Incident Reporting Form ([Appendix 5](#)) and reported to the Club Wellbeing Officer. Parents/carers should also be informed of the circumstances as soon as possible where appropriate.
- Where the child or young person shares the concern and it does not involve the possibility of abuse, concerns should be discussed with parents/carers. For example, bullying, a parental separation or divorce or bereavement might be causing an issue. Common sense is advised in these situations and you will know that this is not a child protection matter but one of wellbeing.
- Advice should be sought from Triathlon Scotland if there is any uncertainty about the appropriate course of action where there are concerns about the general wellbeing of a child.

### Practice Advice! Sharing Wellbeing Concerns

- If you are part of a club, inform the Club Wellbeing Officer who will refer the matter to Triathlon Scotland's Child Wellbeing & Protection Officer who will take appropriate action as dictated in policy.
- If you are working within a school (curricular or extra-curricular activities), inform the head teacher.
- If you are working in a Local Authority, you should inform the facility manager or the local authority sports development officer.

In any other situation or if the designated person is not available, the concern is about that person, or if no action is taken then you should make direct contact with Triathlon Scotland's Child Wellbeing & Protection Officer.

## Flowchart for Wellbeing Concerns





## 11. Responding to Concerns - Child Protection

It takes a lot of courage for a child or adult to disclose abuse therefore disclosures need to be handled very carefully and sensitively to avoid causing further distress. Robust procedures are in place to help, reassure, support and safeguard those involved and ensure appropriate action is taken. It is not the responsibility of anyone in Triathlon Scotland to identify or investigate abuse but it is their responsibility to report concerns.

- Children are most frequently abused by adults they know and trust, telling someone can be very difficult.
- Children will tell someone they trust because they want them to do something to help them.
- Think about what you want to do- find a space to talk, don't judge, don't rush to write it down.

### Practice Advice! LISTEN, RECORD, TELL

- **LISTEN** - allegations of abuse must be taken seriously from the outset.
- **LISTEN** - to the child, react calmly and take what they say seriously. Do not show disbelief.
- **LISTEN** - ask minimal questions to gain basic information using where, when and who questions. **Do not interrogate the child.**
- **LISTEN** - don't judge or show disgust, think about how you are responding.
- **LISTEN** - don't make judgements or statements about what has been said.
- **LISTEN** - to their account don't share anything personal about you or other children.
  
- **TELL** - remember it's your job to report it, not judge it or investigate it. False allegations are very rare.
- **TELL** - Information must be responded to by you on the same day it is identified or disclosed.
- **TELL** - reassure the child they are not to blame and were right to tell someone.
- **TELL** - Inform them what is likely to happen and what steps you intend to take next.
  
- **RECORD** - anything said and anything asked on the Incident Report Form. Be aware of interpreting what the child is saying or making assumptions.

Having listened to the child or young person, make a written record of the information as soon as possible using the Incident Report Form ([Appendix 5](#)). Note exactly what the child or young person said. This will help the professionals decide what action to take next.

### Practice Advice! What to record on the Incident Report Form?

The following list of information is not definitive but should help you provide relevant information on which to make a decision:

- Child's name, age and date of birth.
- Child's home address and telephone number.
- Child's account, using the child's own words if possible, of what has happened or any injuries or harm they sustained.
- Whether the child's parents have been informed.
- The nature of the concern i.e. physical abuse, bullying, neglect.
- Any times, dates, location or other relevant information about the incident(s), and most recent incident if known.
- Provide a description of any reported or visible (when normally dressed) injuries or bruising. Include any changes in behaviour you may have noticed including how they presented during the disclosure.
- Details of any witnesses that might have been shared.
- Whether the person making the report is expressing their own concern or the concerns of a third party.
- If it is a third party or another person making the report, ask if the child has been spoken to, and what was said using the child's own words.
- Details of anyone else who has been consulted and the information obtained from them.
- The child's views on the situation.

Be assured every day agencies are faced with children in need of protection. No-one rushes in, decisions are based on fact and evidence and will be focused on the child. Your actions only trigger the process for discussion and decisions and those are made by experienced, skilled and trained individuals. You have nothing to fear from passing on your concerns.

### **Practice Advice! Sharing Your Concerns**

- Don't leave the child or young person without someone to support them. Make sure that they are comfortable and feel safe at that moment.
- Tell your local Club Wellbeing Officer or Triathlon Scotland's Child Wellbeing & Protection Officer the same day.
- In all cases if neither can be reached, report your concerns immediately to the local Social Work department or Police Scotland.
- If this is out of hours all Local Authority areas have an out of hours Social Work service who can provide advice and guidance and talk through the next steps.
- Complete the electronic Incident Reporting Form; do not save it to the hard drive or external storage devices. Print, date and sign then delete before sending.
- Pass the record to social work services or the police and to Triathlon Scotland within 24 hours.

### **Practice Advice! Not quite sure?**

- Where there is uncertainty about what to do with the information, Triathlon Scotland must firstly be consulted for advice on the appropriate course of action.
- Should the concern involve the Triathlon Scotland Child Wellbeing & Protection Officer, it should be reported to the Director for Equality and Welfare using the email address: [welfare@triathlonscotland.org](mailto:welfare@triathlonscotland.org)
- Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. Seek advice from the police or social work services as to who informs the parents.

## Flowchart for Child Protection Concerns



## **12. Managing Allegations of Historical Abuse**

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

See further guidance on Responding to Historical Allegations of Abuse on the Triathlon Scotland website.

# Appendix 1 - Club Wellbeing & Protection Statement

## Child Wellbeing & Protection Policy Statement

<<INSERT CLUB LOGO  
HERE>>

<<INSERT CLUB NAME HERE>>

We are fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children and young people involved in our sport. We recognise our responsibility to promote safe practice and to protect children from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children and young people. Everyone involved with Triathlon will be made aware of the policies and procedures in place to protect children in our care and to promote their wellbeing.

### Underpinning principles:

- A child is recognised as someone under the age of 18.
- A child has the right to relax, play and join in a wide range of sporting activities.
- The protection and wellbeing of all children in our care is everyone's responsibility.
- A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- A child has the right to express views on all matters that affect them, should they wish to do so.
- A child's rights, wishes and feelings should be respected and promoted.
- The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations.

### To keep children safe in our club we will:

- Promote the wellbeing of children through opportunities to take part in sport safely.
- Follow the current Triathlon Scotland child wellbeing and protection policies, procedures and guidelines.
- Appoint a Club Wellbeing Officer.
- Recruit, train and support our sports volunteers/staff to prioritise the wellbeing of children who take part in our activities and protect them from harm.
- Require the sports volunteers/staff to adopt and abide by the child protection policy and procedures including the Code of Conduct for working with children.
- Respond to any child wellbeing or protection concerns in line with Triathlon Scotland/club policies and procedures.
- Monitor, review and evaluate the implementation of policies and procedures regularly.

If you have any concerns about the wellbeing of a child at our club, please do not hesitate to contact the Club Wellbeing Officer (CWO): <<INSERT CONTACT DETAILS HERE>>

**If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details of social work can be found on the relevant local authority website.**

## Appendix 2 - Club Wellbeing Officer Role Descriptor

### Wellbeing Officer Role Descriptor

<<INSERT CLUB LOGO  
HERE>>

<<INSERT CLUB NAME HERE>>

#### Purpose

To ensure club is complying with the Triathlon Scotland Child Wellbeing & Protection Policy and current legislation, and ensure that athletes and volunteers are training / competing / working within a safe environment.

#### Characteristics of a Club Wellbeing Officer within a Triathlon Context include:

- Understanding of, and support for, the introduction/maintenance of a Child Wellbeing & Protection Policy.
- Interest in the wellbeing and safeguarding of children and child protection matters.
- Ability to follow procedures and to know when to seek advice and not rely solely on own judgement.
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality.
- May currently work in a similar environment with training.

#### Main Functions and Duties

- Implement the SGB child wellbeing & protection policies and procedures.
- Encourage good practice by promoting and championing the child wellbeing and protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers/staff.
- Liaise closely with Club volunteers/staff, ensuring that agreed procedures for the prevention of risk are followed.
- Monitor and review the child wellbeing and protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel/advise club on matters of policy relating to child protection.
- Raise awareness of the Club Wellbeing Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour that breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Respond appropriately to disclosures or concerns that relate to the wellbeing of a child. Maintain confidential records of reported cases and action taken.
- Where required liaise with the SGB Child Wellbeing & Protection Officer and/or statutory agencies and ensure they have access to all necessary information.

### **Skills/Attributes**

- Good organisation and communication skills.
- Reliable, trustworthy and a good listener.
- Understanding & appreciation for the need for confidentiality.
- Approachable & friendly.
- Experience of working with children.

### **Requirements**

- PVG Scheme Membership
- Complete a self-declaration
- Triathlon Scotland member
- Attend appropriate training

### **Training and Support**

- Safeguarding & Protecting Children Workshop (renewable every 3 years).
- In Safe Hands Workshops (renewable every 3 years).
- Meet with Triathlon Scotland staff member for initial training.

### **Time Commitment**

- Time commitment can vary dependant on size and nature of club.



## Appendix 3 - Definitions of Abuse

### Physical Abuse

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins, and knees. In most cases, injuries or bruising will be genuinely accidental.

An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on a part of the body where accidental injuries are unlikely; e.g. on the cheeks, buttocks or thighs.

The age/maturity of the individual must also be considered. When considering the possibility of non-accidental injury, it is important to remember that injuries may have occurred for other reasons, e.g. skin disorders, rare bone diseases.

### Physical Abuse in Sport

Examples of physical abuse in sport are bodily harm that may be caused by:

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

Signs of possible **physical abuse** include:

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable explanations or excuses given to explain injuries.
- Refusal to discuss injuries.
- Fear of parents being approached for an explanation.
- Fear of returning home.
- Untreated injuries, or delays in reporting them or in seeking medical attention.
- Excessive physical punishment to themselves.
- Arms and legs kept covered in hot weather.
- Avoidance of activity where legs, arms etc. will be visible; e.g. swimming, wearing shorts, changing.
- Aggression towards others / acceptance of physical aggression as a normal way of life.
- Running away.

## Emotional Abuse

Emotional abuse is the failure to provide for a child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

This could include making a child feel worthless or unloved, inadequate or not valued; inappropriate expectations being imposed on children for their age or stage of development; the corruption or exploitation of a child, or causing them frequently to feel frightened or in danger; persistent exposure to domestic abuse; failing to provide a child with love, care and affection.

### Emotional Abuse in Sport

Examples of emotional abuse in sport may include the persistent failure to show respect, build self-esteem and confidence that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone.
- Demeaning efforts by continuous negative feedback.
- Non-intervention in bullying or taunting.
- Failure to intervene where self-confidence and worth are being challenged or undermined.

Signs of possible **emotional abuse** include:

- Low self-esteem.
- Running away.
- Extremes of passivity or aggression.
- Significant decline in concentration.
- Indiscriminate friendliness and neediness.
- Self-harm or mutilation.

## Neglect

Neglect is the persistent failure to meet the basic needs of an individual. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing or cleanliness. It may also include leaving a child or protected adult at home unattended, exposure to conditions where they may be caused unnecessary suffering or injury, or the failure to ensure that appropriate medical care or treatment is received.

### Neglect in Sport

Examples of neglect in sport could include lack of care, guidance, supervision or protection that may be caused by:

- Exposure to unnecessary cold or heat.
- Exposure to unhygienic conditions, lack of food, water or medical care.
- Training for too long without sufficient re-hydration and rest breaks.
- Leaving children or young people unsupervised for any period of time.
- Inability to implement sufficient warm-up before activity - increasing risk of injury.

Possible signs of **neglect**:

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Frequent lateness (that sometimes includes explanations of the individual having to get him/herself up in the morning, fed and out to school/training).
- Untreated medical problems. Low self esteem.
- Poor peer relationships.
- Stealing.

## **Sexual Abuse**

Sexual Abuse involves forcing or enticing a child, young person or protected adult to take part in sexual activities whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, and non-contact activities such as forcing children or young people to look at pornographic material or be involved in the production of pornographic material, to watch sexual activities, or encouraging them to behave in sexually inappropriate ways.

Sexual abuse is not gender specific and can affect people from all walks of life. It can be a very difficult issue to discuss and perpetrators know this; being in a position of trust and being respected by adults can be used to mask some perpetrator behaviours. This complexity means if a child or young person makes an allegation of abuse we need to take it seriously from the outset.

Child sexual exploitation is abuse. Many young people believe that they have made a choice and that they are in control of what they do. The reality is that many are in great danger and are being exploited by adults.

## **Sexual Abuse in Sport**

Examples of sexual abuse in sport could include contact and non-contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material.
- Inappropriate touching.
- Engaging in any sexual activity or relationship.
- Sending inappropriate photographs by email, text or on social media.
- Creating opportunities to inappropriately observe the bodies of children and young people.

Possible signs of **sexual abuse**:

- Lack of trust in adults or over-familiarity with adults, fear of a particular adult.
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone).
- Girls taking over the mothering role.
- Reluctance or refusal to participate in physical activity or to change clothes for games.
- Drug, alcohol or solvent abuse.
- Sexual promiscuity, over-sexualised behaviour, compulsive masturbation.
- Unusual interest in the genitals of adults, children or animals.
- Bruises, scratches, bite marks to the thighs or genital areas.
- Discomfort/difficulty in walking or sitting.
- Urinary tract problems, vaginal infections or genital damage.
- Stained underwear, soiling or wetting.
- Fear of bathrooms, showers, closed doors.
- Having irrational fears.
- Psychosomatic factors e.g. recurrent abdominal or headache pain.
- Social isolation - being withdrawn or introverted, poor peer relationship.
- Running away from home.
- School problems e.g. falling standards, truancy.
- Low self-esteem.
- Display of sexual knowledge beyond the child's age.
- Eating disorders.
- Anxiety, depression, self-harm/mutilation, suicide attempts.
- Pregnancy.
- Fear of medical examinations.
- Genital odour, venereal/sexually transmitted diseases.
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis.
- Abnormal sexual drawings.
- Developmental regression/acting younger than their age.
- 'Grooming' including over the Internet.

## Appendix 4 - Identifying & Managing Bullying

### Guidelines for Identifying & Managing Bullying

Triathlon Scotland promotes a culture of nurturing, respect, responsibility and inclusion within their sport. Where bullying is identified or reported, the following guidelines have been developed.

#### Practice Advice! Good Practice to Prevent Bullying

- Set out a standard that bullying is not tolerated within the club or team.
- Create a culture of nurture, inclusion, respect and responsibility within the club or team
- Encourage all children and young people to participate this will enable them to speak and share their concerns.
- Take all signs of bullying very seriously.
- Challenge unacceptable behaviour.
- Report any concerns on the Incident Reporting Form ([Appendix 5](#)) and to the Club Wellbeing Officer.

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following is a list of common behaviour that should prompt a wellbeing conversation. The adult should begin to ask questions and assess what may be happening.

### **Practice Advice! Signs that a wellbeing conversation is needed.**

- Missing belongings or money.
- Group divisions are frequently isolating individuals.
- Hesitates to join activities or sessions.
- Is repeatedly last for selection.
- Reluctance to join in with certain groups or individuals.
- Nervous or withdrawn.
- Changes in behaviour from outgoing.

### **Some options to challenge behaviour**

- Establish a culture of respect and inclusion within the club.
- Challenge unacceptable language, stereotypes or other verbal comments that may impact on individuals.
- Take all allegations seriously as repeated instances can impact on the wellbeing of the individual.
- Check out that the behaviour was recognised by the person as having an adverse impact on others.

### **Action to Take**

- Seek an apology from the bully to the person impacted by their behaviour.
- Inform the bully's parents/guardians.
- Impose appropriate sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Keep a written record of action taken.
- Any suspicions or allegations of bullying of a child or young person against a coach or volunteer member should be reported to the Club Wellbeing Officer.

## Appendix 5 - Incident Report Form

### Incident Report Form

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

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

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

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

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



## Appendix 6 - Publishing, Photography

### Publishing, Photography & Filming

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

#### Practice Advice! Publishing

- Don't publish personal information that might identify a child. Contact information should always be directed to Triathlon Scotland or the club.
- Before publishing any image or video, obtain written consent from the parents and the athlete. Different or additional use of the image or video needs further 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.
- Details of specific children's events or meetings should not be published other than those directly concerned.
- Extra attention must be given to publication of images of children who are vulnerable, e.g. subject of child protection issues, custody disputes, physical, learning or communication difficulties.

## Mobile Phones / Cameras / Videos

### Management of Photography & Filming

This policy applies to ALL devices capable of recording images and film, covering cameras, mobile phones, tablets, smart devices etc.

The following guidance should be applied to all triathlon activity and relates to images recorded on any device. It acknowledges children and young people and their parents/carers have a right to express their view on whether photos are taken and published of them, that the majority of recorded images are utilised for their intended purpose some will inevitably be misused and can lead to the following potential sources of child abuse:

- Using the images for child abuse purposes, or adapting and modifying them for this purpose
- The potential identification of a child from their personal information and the possible grooming which could occur as a result
- The potential identification of children that have been recognised as being at risk for reasons including:
  - Having been removed from their family for their own safety
  - Restrictions on parental access following the separation of parents
  - Being a witness in legal proceedings

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club/event does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras/videos. There are a couple of important general points:

- Triathlon Scotland will take all reasonable steps to promote the safe use of photography and filming at all events and activities with which it is associated. However, Triathlon Scotland has no power to prevent individuals photographing or filming in public places.
- Triathlon Scotland reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- Triathlon Scotland will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

The TS/club/event have to agree the process with the facility owner/operator in advance. It is the camera users own responsibility to be aware of the Facility's Normal Operating Procedures. **Permission from TS/club/event does not necessarily infer permission from the facility owners/operators.**

## Notification

- All decisions should reflect the best interests of the child.
- If imagery of an athlete under 18 years of age is published or used by the event/club for any reason the athlete and their parents/carers should give consent.
- An athlete and their parents/carers should have the opportunity to refuse to be photographed/filmed. This should not exclude the child from any club activities.
- It should be made clear to all parents/carers if a designated photographer is going to be present and if so they should be provided with the opportunity to confirm if their child is eligible to be included in photographs.
- It should also be made clear that there could be other parents/carers taking photographs during the event and in these cases they will have submitted a registration form and have agreed to only photograph the children they are responsible for.
- All parents/carers taking photographs or film should be reminded that while their children should be the main focus of any imagery there is the potential for other children to be in the background of these photographs.
- Parents, carers and children will be informed on joining and where appropriate permission will be sought and reminded that they may, from time to time, they maybe photographed or filmed whilst participating in club activity/event. This could be for one of the following reasons:
  - Video footage for performance development
  - Media coverage of an event or achievement
  - Promotional purposes e.g. website or publication
- In order for photographing / filming to take place the following forms will need to be completed and submitted to the club/event:
  - Photography and Video Consent Form
  - Request for Permission to use Camera and Video Equipment
- Materials promoting events will state, where relevant, that photography and filming will take place. The right to refuse permission to be photographed will be provided and “**Do Not Photograph**” wristbands will be provided.
- Those who have obtained permission to photograph or film will be formally identifiable, e.g. by a badge or sticker. This will be issued after production of the letter of approval and identification.
- Information about what to do if concerned about photographing and filming will be available to all race organisers.
- Registration of intention to photograph will be required on the day. This enables the tracking of the equipment and operator should concerns arise in the future.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children.
- Triathlon Scotland will do everything reasonable in the individual circumstances to give effect to the wishes of parents, carers and children.

- The club/event will ensure that all negatives, copies of videos and digital photograph files in our control are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their carer(s).
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

### Practice Advice! Taking Photographs or Videos

- Photos and video clips can be used to celebrate achievement, promote and demonstrate the spirit of the sporting activity
- The photographs should focus on the action and, where possible, be a group shot as opposed to focussing on individuals
- The taking of photographs or filming or any type of mobile device should never be permitted in changing areas, toilets, showers or sleeping areas and generally respect all areas of personal privacy
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers
- Footage is permitted, within guidelines for performance development reasons
- All images and accompanying information will comply with Triathlon Scotland guidelines, where this is within the control of Triathlon Scotland
- Organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised

## Acceptable Types of Images & Video

As triathlon is comprised of several disciplines, Triathlon Scotland issues the following advice on the nature of acceptable images for its composite disciplines, in line with the policy and guidance from the individual sports governing bodies to ensure consistency.

### For Swimming

- Athlete's modesty will be protected at all times. To this end:
- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume
- Poolside shots of children should normally be above the waist only in a swimming costume, though full club kit shots are approved
- Athletes should only be photographed in swimwear during action shots

### For Cycling

- Take on the bike, action shots only of under 18s
- Identification- The visual content and captions should not identify the riders in anyway, captions must be restricted to first name and club name for U18s
- Dress - Any person featured will be wearing suitable dress and the photographs will focus on the activity rather than a body shot (full/partial)
- Safety equipment- all photos must contain riders wearing appropriate safety equipment

### For Running

- Children must never be portrayed in a demeaning, tasteless or a provocative manner
- Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate

## Filming U18 Athletes During Training Sessions

- There should be a clear and valid reason as to why filming a child during a training session would be necessary; a primary reason for this would be for athlete development and mastering a skill.
- When there is valid reason consent should to be obtained from the athlete's parents/carers before filming is completed and they should also be offered the opportunity to sit with the child when the film is reviewed.
- Once the content has fulfilled its purpose it should be deleted unless there is a valid reason for keeping the film.

## **Concerns**

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the club CPO or event organiser and if neither of these are available to a facility/venue staff member
- Where appropriate the CPO or event organiser should report concerns to the facility manager and/or the police/social work
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police

**Triathlon Scotland has produced a template Club Photographic & Video Policy for clubs to adopt.**

## Appendix 7 - Social Media

### Social Media and Networking sites

Technology advances extremely quickly; meaning ways in which we communicate, receive and absorb information are changing all the time. This provides a great opportunity for organisations and clubs to promote their activities and communicate easily with members. There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. Legislation to keep children and young people safe on social media has been introduced and it means safeguards must be put in place to protect them.

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

- Ensure that no one is excluded; some young people may not have access to a mobile phone or the Internet.
- Be specific in the use of the technology clearly identified.
- Written permission is sought from parents/carers for all children less than 18 years.
- One-to-one interaction is strongly discouraged.
- Children and young people should be made aware of who to report any concerns to in the club and at Triathlon Scotland.
- Inappropriate use of technology should be reported using Reporting Procedures.
- Children and young people can learn how to keep themselves safe The [Internet Matters](#) website.
- All reports will be dealt with in line with Triathlon Scotland's Complaints Policy and Disciplinary Rules and Procedures. This may include concerns being reported to the police.
- Any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff/Volunteer.

### Practice Advice! Reflect and Think

- Don't use or share personal details inappropriately.
- Don't have one-to one contact; include group or club as necessary.
- Is the material likely to offend?
- Could the message be misinterpreted by anyone?
- Is the language inclusive?
- Discourage Informal online "chat" with members around subjects outside the sport/activity.
- Discourage discussion about private matters.

### Club Profiles

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

- Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- Set up a Club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the Club profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).

An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the Club Rules or Code of Conduct.



## Appendix 8 - Good Practice Guidelines

### Good Practice Guidelines

#### Practice Advice! BIKER

- **Be responsible:** keep relationships professional; keep records of injuries and treatments given.
- **Include athletes:** whatever their age to engage in the decision-making process.
- **Know athletes:** consider the developmental and physical needs and capacity of children, young people or Protected adults to perform. Avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.
- **Empower athletes:** build balanced relationships based on mutual respect.
- **Respect athletes:** tell them, explain it, show them and only if necessary, gain consent to touch if demonstration is necessary or manual or physical support is needed.

#### First Aid & Injury Procedure

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

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

#### Travel and Activities Away from Home

Consent should be obtained from parents if a child or young person is to be transported in a private car. In most situations if club volunteers or coaches provide transport or coaches there will be an expectation of PVG in place if a private car is used. This might be included in the induction pack to advise those who may use their own cars to transport athletes. It would also be helpful for those participants under 18, to include a signed statement when they join the club that transport will be under conditions that optimise safety.

Drivers who are responsible for driving athletes should advise the club of any road traffic offenses that might affect insurance cover. Private Cars, if used, should be fitted with appropriate safety harnesses, seatbelts or seats to support safe transportation of children and young people and insurance appropriate for the journey must be in place. Its good practice if transporting a child alone and if no escort is present to have them sit in the back seat.

Where a child is to be collected from an event by someone other than a parent, where possible the club should be advised.

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

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