

# Strategic Management of Child & Adult Wellbeing & Protection



The Triathlon Scotland Executive Board approved this policy in March 2018. Review date March 2019

## Version Control

Date	Author	Action	Result
26/03/2018	C Reid	Proposed to Triathlon Scotland Board	Approved

# 1. Child Protection & Wellbeing - Strategic and Policy Context

Triathlon Scotland's Child Wellbeing and Protection policies for children are underpinned by standards established by the Safeguarding in Sport service for **sportscotland**. As a governing body, we endorse the Scottish Government's reminder that people working in sport "will often become significant role models and trusted people in children's lives". Accordingly, we will quality assure the delivery of a service that exceeds the required minimum criteria for meeting each of the safeguarding standards.

[Appendix 1](#) gives a full description of standards.

Triathlon Scotland is the governing body for the sport of triathlon, duathlon and aquathlon in Scotland and is 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. We require everyone involved with Triathlon Scotland to adopt and embrace our policies and procedures to protect children in our sport and to promote their wellbeing.

## 2. Adult Support and Protection in our Sport

Our commitment to protection and wellbeing also extends to all adults including vulnerable adults as defined by the Adult Support and Protection Act 2007. We have developed Adult Wellbeing and Protection Guidance; this outlines our response to this group. Adults can become vulnerable at any time, participating in sport does not mean that vulnerability is unlikely and minds should always be open to possibilities that some adults just as some children need additional support for their wellbeing or protection. The wellbeing of our staff, volunteers, participants, and spectators is important to us and as a governing body we aim to work in partnership to protect and promote wellbeing.

## 3. Governance and Accountability

The organisation is managed and led by an Executive Board made up of volunteer directors supported by an Executive Management Team. The Executive Board will agree, write down and disseminate a clear vision, shared values and aims that promote protection and wellbeing for children and adults involved in our sport. This vision will be accompanied by child and adult protection and wellbeing policies and procedures that are clear and easy to access.

The Executive Board will ensure that a clear management structure is in place that ensures effective implementation of policies and procedures and accountability at all levels.

The Executive Board, supported by the Executive Management Team, will make clear what performance management information, with an emphasis on self-evaluation, is required so that they can assure themselves that safeguarding services in our sport are continually improving.

The Executive Board will ensure that all child protection and wellbeing policies are reviewed and refreshed at least 3 yearly or in response to changes in legislation or following an incident.

## 4. Equality Statement

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

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

## 5. Strategic Planning, Quality Assurance and Self-Evaluation

### 5.1 Quality Assurance

We make sure that our policies and procedures are up to date and fully implemented building review and quality assurance processes within our strategic policy. This policy and our safeguarding and wellbeing procedures for children and adults will be regularly reviewed against developing policy and legislation. In addition audit and evaluation of the systems and processes supporting the policy will also contribute to the improvement and effectiveness of this and the procedures. To enable the policy and procedures to provide maximum effectiveness monitoring, audit and evaluation are essential to maintain relevance and currency.

**Review of the Policy and Procedures will be considered:**

- To assess changes in legislation, guidance or codes of practice on the protection or wellbeing of children using the impact assessment proforma Appendix 2.
- Following any issues or concerns raised about the protection of children within Triathlon Scotland.
- In all other circumstances at least every two years.

**Triathlon Scotland will monitor the policy by:**

- Auditing processes and systems aligned to the policy at regular intervals as required.
- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy.
- Internal reviews with the support of Children 1st.
- Evaluating training and development associated with this policy and procedure

## 5.2 Self-Evaluation

Self-evaluation in the context of a learning culture are at the beating heart of Triathlon Scotland's quality assurance framework. The Self-Evaluation approach will inform development of evidence and improvement in the form of an Action Plan which will be monitored by the Board. The Executive Board will make clear what management information is required to ensure that wellbeing and protection policies and procedures are being applied consistently and are fit for purpose.

This information and activity analysis will also drive our continuous improvement plans with the Executive Board providing leadership and direction to identify opportunities for reflection and learning from experience.

Self-Evaluation evidence will be gathered through the use of the Storyboard generated from a range of activities where safeguarding and wellbeing are being developed or considered. These Storyboard documents (Appendix 3) are simple and effective means by which to gather our evidence and activities.

## 6. Management of Child Protection and Wellbeing

### 6.1 Leadership of Child Protection and Wellbeing

Triathlon Scotland has a Child Protection and Wellbeing Lead as well as a Director for Wellbeing in addition the Board will provide leadership and vision on these matters as outlined in the Standards.

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

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

### 6.2 Roles and Responsibilities

The Child Protection and Wellbeing Officer is responsible for ensuring that all club volunteers are recruited in line with the Club Recruitment & Selection Policy for Staff & Volunteers (Appendix 4).

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

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

The **Code of Conduct for Coaches** can be found in Triathlon Scotland website.

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

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

### **6.3 Dealing with Allegations and Alleged Perpetrators**

In line with the priority Triathlon Scotland has given to the safety and wellbeing of children and young people, responding to allegations about individuals involved with Triathlon Scotland must be responded to with consistency and integrity. It is recognised that this will involve difficult decisions and the following guidance is provided to ensure that effective and sensitive processes support staff while allegations are investigated.

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

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

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

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

Learning and Improvement is a key approach to our practice. Part of this approach will involve reviewing how concerns have been responded to and managed. This contributes to our self-evaluation and quality assurance approach. This transparent and open approach can help to increase the confidence of those involved in the organisation while identifying any areas that need to be explained or altered in our policies and procedures.

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

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

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

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

In these situations, Triathlon Scotland has a responsibility to offer support to those involved.

Taking time to review how concerns were managed will, in most cases, provide reassurance about judgements made and action taken. This feedback is essential to develop confident and competent club and governing body child protection officers.

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

## **7.1 Planning A Review**

The principles of review are about learning and continuous improvement. It provides opportunity, rather than a negative experience. While it also includes a level of scrutiny this approach is always underpinned by the principles of learning and continuous improvement. It offers a window to explore how well the organisation responded, worked together and consider the areas where improvements or learning might be needed.

## **7.2 People involved in the Review**

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

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

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

Where appropriate the child and/or parents/carers may be involved, when they are involved they should be kept informed of the progress of the review and findings should be shared with them. Where someone independent is involved, it is important to ensure there is agreement about confidentiality.

## **7.3 Timing of the Review**

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

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

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

## 7.4 Conduct of the Review

The review process will be informed by the remit, which will probably reflect the complexity of the incident. The main source of information is likely to be the form for recording concerns (Significant Incident Form Appendix 4). This form may provide all the information required. In cases where the quality of the information is poor, it may be necessary to speak to the people involved to get more details.

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

**“I've been asked by Triathlon Scotland to review the organisations response to the concerns about X. This is a learning review and as such will consider a range of areas to understand the effectiveness of our response. I understand that you were involved in this case and would like to talk to you about it. This will give you an opportunity to tell me about your experience and make any suggestions for improving things in the future.”**

## 7.5 Recording and Reporting the Findings

Quality Assurance and Self-Evaluation requires us to make a record of the review and its findings. This doesn't necessarily need to be a lengthy report, although a full report may be appropriate in certain circumstances. Generally, any record of a review should contain the following information:

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

# Appendix 1

## Safeguarding in Sport - The National Standards

### Standard 1 - The Child - Every child is respected without discrimination.

**We will treat all children with respect and without discrimination of any kind. We always challenge discriminatory behaviour by another child or an adult. Included / Respected / Safe**

1.1 All volunteers/staff working with children, parents/carers and children are aware of and signed up to their own code of conduct. (MOR 3)

1.2 An equality policy is in place.

1.3 An anti-bullying policy is in place.

### Standard 2 - The Child - Every child's wellbeing is promoted, supported and safeguarded.

**The best interests of the child come first when we plan and make decisions. We consider each child's circumstances individually and will always act quickly where there are concerns about their wellbeing. Safe / Respected / Nurtured**

2.1 Volunteers/staff working with children know what wellbeing means and what the SHANARRI indicators are.

2.2 A procedure for responding to concerns is in place and volunteers/staff working with children know what to do and where to seek support when there is a wellbeing/child protection concern. All wellbeing and child protection concerns are dealt with promptly and the child's best interests are always paramount. (MOR 6)

2.3 All volunteers/staff working with children are aware of and signed up to the good practice guidelines for safeguarding children in sport.

2.4 All volunteers/staff working with children are aware of and signed up to the anti-bullying policy.

2.5 There is at least one named contact, who is trained, and co-ordinates implementation of child protection policies, procedures and good practice, and is the person a child, parent/carer or volunteer/staff member can speak to should they have a worry or a concern about a child. (MOR 1)

2.6 Volunteers/staff working with children are aware of and signed up to the code of conduct outlining appropriate behaviour and practice. (MOR 3)



### **Standard 3 - The Child - Every child is protected from abuse when taking part in our sport.**

**We take all reasonable steps to keep children safe. We have procedures for people to raise and refer concerns from poor practice to possible abuse. Safe / Respected**

3.1 All volunteers/staff working with children are aware of and signed up to the child protection policy, which sets out our commitment to keep children safe in our sport. (MOR 2)

3.2 A Responding to Concerns procedure is in place and volunteers/staff know what to do when there is a wellbeing/child protection concern. All wellbeing and child protection concerns are dealt with promptly and the child's best interests are always paramount. (MOR 6)

3.3 Volunteers/staff working with children are aware of and signed up to the code of conduct outlining appropriate behaviour and practice. (MOR 3)

3.4 Those working with children have attended child protection awareness training. (MOR 4)

3.5 There is at least one named contact, who is trained, and co-ordinates implementation of child protection policies, procedures and good practice, and is the person a child, parent/carer or volunteer/staff member can speak to should they have a worry or a concern about a child. (MOR 1)

3.6 Volunteers/staff working with children, parents/carers and children know who the named contact is to speak to should they have a worry or a concern about a child. (MOR 1)

3.7 A disciplinary procedure, which includes a process for referrals to the Children's List, is in place to deal with misconduct by a volunteer/staff member relating to a child. (MOR 7)

### **Standard 4 - The Child - Every child has a say in our sport.**

**We involve children in decisions that affect them because we understand that taking into account what children say is important to their safety and wellbeing. Included / Respected / Responsible**

4.1 Children are given opportunities to have a say about decisions involving them.

4.2 Children are aware of the code of conduct. (MOR 3)

4.3 Children are aware of what to expect from adults in sport who safeguard, promote and support their wellbeing.

**Standard 5 - Our Staff and Volunteers - Volunteers and staff working with children have been through a suitable appointment and selection process and are considered appropriate to work with children.**

**As volunteers and staff play a key role in safeguarding children, they should be appointed via a suitably rigorous selection process and those in regulated work must be members of the Protecting Vulnerable Groups Scheme. Safe / Healthy / Achieving / Nurtured / Active / Respected / Responsible / Included**

5.1 All individuals applying for a role (paid or unpaid) within the organisation are required to go through an appropriate appointment and selection process. (MOR5)

5.2 Those in regulated work with children will be subject to a full PVG Scheme Record or update. (MOR5)

5.3 In particular cases, a minimum of two named roles within the organisation will make appointment decisions.

5.4 Those making appointment decisions access support, where appropriate, to help with decision-making regarding appointment and selection decisions/PVG information.

**Standard 6 - Our Staff and Volunteers - Volunteers and staff working with children are well supported to deliver our sport, whilst ensuring that children's rights are respected.**

**Volunteers and staff working with children are well supported to deliver our sport, whilst ensuring that children's rights are respected. We provide all necessary information, guidance, training and support to anyone in our organisation working with, or who makes decisions about children. Safe / Healthy / Achieving / Nurtured / Active / Respected / Responsible / Included**

6.1 All volunteers/staff working with children are provided with an induction that covers all relevant child protection policies and procedures.

6.2 Training on child protection and anti-bullying is promoted to those working with/making decisions about children. (MOR 4)

6.3 Those working with children are provided with ongoing support to promote, support and safeguard children's wellbeing.

6.4 Volunteers/staff working with children have access to at least one named contact, who has attended role specific safeguarding training, should there be any concerns about a child or another volunteer/member of staff. (MOR 1, MOR 4)

## **Standard 7 - Our Organisation - The sports organisation is managed well and accountable for keeping children safe in sport.**

**We make sure that our policies and procedures are up to date and fully implemented. Our board/committee is accountable for all decisions made about children. We build relationships within and outwith sport that support us to safeguard children. Safe/ Healthy / Achieving / Nurtured / Active / Respected / Responsible / Included**

7.1 The board/committee promote, support and safeguard children's wellbeing within the organisation through a written commitment, including acknowledgment of accountability for the implementation of child protection policies and procedures. (MOR 2)

7.2 The board/committee is aware of and has an understanding of safeguarding issues for children in sport.

7.3 A clear management structure is in place which ensures accountability at all levels.

7.4 A range of relevant, up to date, policies and procedures, that are endorsed by the board/committee, are in place to promote, support and safeguard children's wellbeing. (MORs 1-8)

7.5 The management of child protection concerns is reviewed regularly. (MOR 8)

7.6 The sports organisation makes contact/builds relationships with relevant organisations/individuals such as local police and social work services, SGB CPLO/club CPOs.

## **Standard 8 - Our Organisation - The sports organisation evaluates how it safeguards children and makes improvements where necessary.**

**We review the management of all child wellbeing and protection concerns and adapt what we do where necessary. We review our policies and procedures regularly to ensure they are fit for purpose. Safe/ Healthy / Achieving / Nurtured / Active / Respected / Responsible / Included**

8.1 All child protection concerns are recorded and their management reviewed on a regular basis. (MOR 6, 8)

8.2 Child protection policies/practices are reviewed 3 yearly, when legislation/government guidance changes or following an incident. (MOR 8)

## Appendix 2

### Impact Assessment Form

<b>New Development</b>  <i>e.g. policy, procedure, legislation etc.</i>	<i>Provide full details of what the new development relates to:</i>	
<b>Key Dates</b>  <i>Dates which are likely to impact.</i>	<b>Date Received:</b>	
	<b>Date Sent for Review:</b>	
	<b>Date for Completion:</b>	
<b>Summarise likely activity</b>	<i>Give details of the likely impact to arise as a result of this information:</i>	
<b>Stakeholders to Notify</b>  <i>Tick all that apply</i>	<b>Operational Staff:</b>	
	<b>Policy Team:</b>	
	<b>Board:</b>	
<b>Action Required</b>  <i>Tick all that apply</i>	<b>Information to Note:</b>	
	<b>Review/Edit Current Policy/Procedure:</b>	
	<b>Re-Write Policy/Procedure:</b>	
<b>Action allocated to</b>  <i>Insert name of person who will take necessary action</i>	<i>Name of person or group allocated, if group lead person identified:</i>	
<b>Action Return Dates</b>	<i>Enter dates when tasks have to be completed with reference to dates included above:</i>	
<b>Impact Assessment</b>	<i>Include all activity completed, engagement with stakeholders, documents reviewed and provide the impact assessment statement:</i>	
<b>Recommendations</b>		

Sign off and Completion	Lead Reviewer:	
	Board:	

## Appendix 3

### Story Board for Self-Evaluation and Quality Assurance

Event Name:		
Form Completed By:		Date of Event:
Who will this activity affect:	<i>Provide details of the groups/organisations this will influence:</i>	
Summarise Activity:	<i>Brief Outline of event: location; summary of event and the outcome achieved:</i>	
Attendees:	Number of Adults in Attendance:	
	Number of Young People in Attendance:	
	Total Number in Attendance:	

**Safeguarding in  
Sport Standards  
Activity Relates  
To:**

*Please provide details of how this activity relates to any of the standards:*