



**Guernsey Tribe Junior
Triathletes c.o Try A Tri
Community LBG Safe-
guarding and Protecting
Children Policy
2018**

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1. Introduction

Guernsey Tribe Junior Triathletes, including Try A Tri Community LBG Safeguarding and Protecting Children Policy is aligned with British Triathlon Safeguarding and Protecting Children Policy and the States of Guernsey Child Protection Policies. This policy and procedure applies to all athletes, personnel, carers, volunteers, coaches and anyone involved in our events, training and activities.

Everyone who participates in Guernsey Tribe activities is entitled to participate in a safe and fun environment and to be given the chance to experience the feelings of enjoyment, challenge and achievement that are inherent to the sport. To ensure this, Guernsey Tribe and Try A Tri is committed to devising and implementing policies and procedures to ensure all those involved comply with the British Triathlon and Guernsey Safeguarding and Protecting Children Policy.

All young people are entitled to be protected from abuse; our sport has a duty of care in this respect. Abuse can occur anywhere, at home, at school, in the park and in sport. Guernsey Tribe is committed to devising and implementing policies and procedures to ensure everyone in the sport accepts their responsibilities to safeguard children from harm and abuse.

This means taking action to safeguard children and to report any concerns about their welfare. It is not the responsibility of the person reporting a concern to determine whether or not abuse has taken place. This is the domain of child protection professionals, the children's social care services, the police, and the agencies that support this policy and work closely with us to create the right environment.

This document sets out Guernsey Tribe's policy in fulfilment of its commitment to safeguarding and protecting children. This document also recognises that today we live in a digital world where young people have access to and use with enthusiasm social media and we have provided guidance to address this additional challenge. We would encourage everyone involved in our sport as a volunteer, coach, teacher and parent to study this guidance and join with all of us in forming one team to remove any threat to children and young people in our sport.

You can contact Guernsey Tribe Child Welfare Officers on:

Sue Duport: duports@hotmail.co.uk or 07781111668

If you are worried about sharing concerns with Welfare Officers, you can contact the Guernsey Sports Commission Child Welfare Officers:

- **Jenny Murphy:** 01481 747271 or 07781 462624
- **Graham Chester:** 01481 747273 or 07781 122276

If you are worried about a child, you should contact the Multi-Agency Support Hub (MASH) by calling 723182. An Emergency Duty Team is also available out of hours by calling the Hospital switchboard on 725241 and asking for the Emergency Duty Team to report a child protection emergency.

The Guernsey Police can be contacted by calling 725111 at any time of the day or night

If you are concerned about the way in which our coaches and personnel are upholding the values of our sport can contact the British Triathlon Lead Safeguarding Officer (LSO) on 01509 226159.

2. Glossary of Terms

Adult : Individual aged 18 years or older

Athlete : Generic term to include all those taking part in triathlon, both adults and children.

DBS : Disclosure and Barring Service: formed through merger of Criminal Records Bureau and Independent Safeguarding Authority. Complete the DBS application process for registered bodies (e.g., British Triathlon) to enable informed decisions to be made about an individual's suitability to work with children. British Triathlon may also complete Barring Status Checks on individuals whose role meets the criteria of regulated activity.

Child : Individual under 18 years of age.

CPSU : Child Protection in Sport Unit: sited within the NSPCC, work with National Governing Bodies and County Sports Partnerships to help them minimise the risk of child abuse during sporting activities.

Children's Social Care Services : Local Authority agency with responsibility for safeguarding and protecting children and families, formally known as Social Services.

Club Welfare Officer : Designated individual within a club who has responsibility for leading on safeguarding within the club.

Duty of Care The responsibility of an individual or organisation to ensure all practical steps are taken to ensure the safety of those involved in an activity organised by the individual or organisation.

Home Nation Association: Triathlon England.

In loco parentis : Means 'in place of a parent' and refers to an individual assuming some level of parental status while a child is in their care, for example a coach.

Parent : Generic term referring to parents, guardians and carers

Position of Trust : This is where an individual, such as a coach, or carer who makes decisions for or about a child, can influence the child's actions and may misuse that position to groom or abuse the child. This position can be a positive one, in building confidence and self-esteem in children. The abuse of positions of trust is a breach of the BTF Code of ethics and disciplinary processes.

Regulated Activity : Defined as, work which an individual who is barred from working with vulnerable groups including children must not do. In summary this includes: Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/ guidance on well-being, or driving a vehicle only for children. Work being carried out regularly (at least weekly), frequently (four times a month or more) or overnight (between 2am and 6am) Work in a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, and childcare premises.

Safeguarding Defined : All individuals within sport should be able to recognise the signs and indicators of abuse and have an idea of how to respond to these signs. It is not the responsibility of individuals within triathlon to determine if abuse has, or is, occurring but they should report any concerns/ incidents to the welfare officer. It is not an individual's responsibility to approach the person they are worried about themselves.

3. DEFINITIONS

Child abuse and neglect centre round causing, or failing to prevent, harm to a child. An abuser may be an adult or a child, recent research has identified that peer abuse is increasing, especially through

bullying. As such an abuser could be anyone who comes into contact with a child be this a family member, coach, team mates or stranger.

Definition of poor practice

Poor practice is behaviour of an individual in a position of responsibility which falls below Try A Tri's required standard. Poor practice may not be immediately dangerous or intentionally harmful to a child, but is likely to set a poor example.

Poor practice is potentially damaging to the individual, Try A Tri and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.

Effects of abuse and poor practice

Abuse, whether short-term or prolonged, can be extremely damaging to the child and may affect their relationships and trust in others both currently and in the future. In extreme cases children who have been abused have developed drug and alcohol dependencies, illegal tendencies and in some cases have gone on to abuse children themselves

Maltreatment of children

Any child abuse or neglect are forms of maltreatment, and can be:

- Inflicting, or failing to prevent, harm.
- Administered by an adult or a child
- Administered by a male or female

Forms of abuse and poor practice

There are 4 categories of abuse: physical, emotional, sexual and neglect. In addition, bullying, harassment and grooming also need to be safeguarded against. These are outlined as below:

Physical Abuse

Physical abuse could involve hitting, shaking, throwing, burning, drowning or otherwise causing physical harm to a child. It could also include the fabrication of, or deliberately causing, symptoms of illness in children.

In triathlon an example of physical abuse may be the imposed use of performance enhancing drugs, or when the intensity of training or competition exceeds the capacity of the child's immature and growing body.

Emotional Abuse

Emotional abuse involves persistently causing emotional distress to a child, causing severe adverse effects on their emotional state. Emotional abuse could include:

- Suggesting that the child is useless, inadequate, and worthless or only valued as they meet the needs of another.

- Not allowing the child to express their views by acting condescending towards them and mocking them or by silencing them when they try to communicate.
- Bullying (including cyber-bullying) causing the child to feel afraid or in danger.
A child witnessing the maltreatment of another individual.

Within triathlon, an example of emotional abuse may be when a coach continuously criticises an athlete, uses sarcasm, name calling and generally belittles the young person. Parents can emotionally abuse an

athlete by having too high expectations and placing unrealistic expectations on the young person with constant negative feedback.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities regardless of their understanding of what is happening. This could include:

- Physical contact through both penetrative and non-penetrative acts
- Activities not involving contact, such as forcing children to watch sexual activities, view sexual images, or act in a sexually inappropriate manner

Sexual abuse could be carried out by:

- Children as well as adults
- Both males and females
- Individuals who may target sports to get access to children
- A family member, friend, team mate, coach or another individual the child knows · Someone who acts alone or as part of a group

Perpetrators will:

- Go to great lengths to get close to the child and gain their trust
- Be accepted by the family/organisation by being helpful and offering assistance
- Put pressure on the child to maintain their silence

Sexual abuse within triathlon could be from coaches or other club officials who are in a position to form a trusting relationship with the athlete, with the abuse most often based on the exploitation of that trust.

Legal Age of Consent

There is national evidence of a growing number of serious cases of abuse of positions of trust within sport. A sexual relationship between a person with authority over the young person and the 16 or 17 year old is never healthy in our view, and can be open to abuse. While it may not currently constitute a criminal offence, it conflicts with British Triathlons safeguarding guidance and code of

conduct. Such breaches of an organisation's code of conduct will result in disciplinary action, and potentially to a referral to the DBS.

Neglect

Neglect encompasses the persistent failure to provide a child's basic requirements, both physically and psychologically. Neglect often results in the child's health and development being impaired and could include:

- Failing to provide adequate food, clothing and shelter
- Failing to protect a child from physical or emotional abuse
- Not providing adequate supervision
- Not responding to a child's basic needs or providing access to appropriate medical care

Neglect in triathlon could be a coach/official failing to ensure the safety of a young person, exposing them to undue cold, or to unnecessary risk or injury and often highlights a failure in the duty of care.

Neglect in triathlon could include a coach or official repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Bullying

Bullying can be defined as repeated and deliberate actions or hurtful behaviour that is repeated over a period of time. The damage caused by bullying can frequently be underestimated and cause considerable distress to young people and could result in their health and development being affected.

Kidscape have defined the main types of bullying as:

- Physical: including pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal: name calling, sarcasm, spreading rumours, persistent teasing
- Emotional: Excluding, tormenting, ridiculing, humiliating
- Racial: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact, homophobic taunts, abusive comments

Bullying can occur between:

- An adult and young person
- A young person and another young person
- A parent and their child

With sporting environments being competitive the opportunities for bullying may be increased. Examples within triathlon could include:

- An athlete being picked on for being weaker on a component sport or slower than team mates
- Parents pushing too hard
- A coach adopting a win at all costs attitude
- Officials putting undue pressure on athletes

Harassment

Harassment is defined by the unwanted nature of the action, which could include attention or the provision of items. It is for any given individual to determine what they consider to be acceptable and what they regard as offensive. In some 15 situations, harassment can be considered to be a criminal offence and can lead to a restraining order or prosecution.

Harassment can take a variety of forms with the most common being:

- Suggestive sexual comments
- Racist insults/jokes
- Verbal abuse
- Unwelcome attention

The impact of harassment on a child can be profound and can result in the child feeling unhappy, demoralised or undervalued. Harassment is often an ongoing form of abuse which causes extreme distress by the repeated action, usually verbally.

Grooming

Grooming refers to an individual working to create an emotional connection with a child to gain their trust with the distinct purpose of sexual abuse or exploitation. Grooming can be undertaken by both males and females and can occur both online and in the real world. It can be undertaken by an individual the child or young person knows or by a stranger. Many children and young people will not understand that they have been groomed and that it constitutes abuse.

Abusers may invest a lot of time and effort into gaining a child's, and possibly the rest of their families trust by:

- Offering advice and understanding
- Buying gifts, such as equipment
- Giving the child attention
- Using their professional position or reputation
- Taking them on trips, outings or holidays

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want.

Abusers may introduce 'secrets' as a way to control or frighten the child. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

Indicators of abuse and poor practice

Most children will not find it easy to disclose their concerns, and certain groups will find this more difficult for example, children from ethnic minorities may find it difficult to find people to tell. There may be language barriers, or children may not be able to communicate due to a disability. The majority of referrals will be made by adults who have concerns about a child as identified by their behaviour or appearance.

However, it should not be assumed that abuse will be easy to identify as children and young people can:

- Be bruised easily in everyday life while playing, for example falling off their bike · Be moody and unpredictable, especially during adolescence
- Experience changes in behaviour as a result of external situations

Indicators of abuse could include:

- Unexplained injuries such as burns, bruises or cuts which are on areas of the child's body which are not normally prone to injury through playing.
- Inconsistent reasons for a physical injury · The child or young person disclosing a concern which suggests an abusive act
- Another person, such as a parent, coach or team mate, raising concerns about a child's wellbeing
- Inappropriate sexual awareness or engaging in sexually explicit behaviour
- Fearing or displaying a lack of trust in adults
- An excessive fear of making mistakes
- Difficulties making friends, or being prevented from doing so or socialising
- A sudden weight loss or gain, or variations in eating patterns that may identify an eating disorder

While the above list contains a number of indicators this is not a complete list and there may be other signs that are observed. Further, if a child is exhibiting any one of the above it should not be considered proof that they are being abused, however if there are multiple signs being displayed there could be cause for concern.

Important: It is not your responsibility to determine if abuse has occurred. Your responsibility is to report any concerns that you have.

4. TRY A TRI SAFEGUARDING AND PROTECTING CHILDREN POLICIES AND PROCEDURES

4a. Session delivery

Changing room policy

Guernsey Tribe and Try A Tri Community LBG has a duty of care to safeguard children during all sessions, including the wellbeing of children in changing rooms. Parents remain responsible for

their children however, and should be requests to remain at the venue should their child require special assistance or additional help that Try A Tri cannot provide.

Changing room guidance for parents

Supervision should not be provided within changing rooms as this places both the adult and children at risk of harm or allegation. Instead we place club officials outside of the doors to the changing room which enables children to call for assistance if required.

Additionally, parents should specifically be advised around:

- Use of separate male and female change rooms at our facilities (Beaucamps Pool and St Sampsons pool)
- Whether changing facilities will be accessible by members of the public using the facilities as well as club members, and if club members over 18 years of age will be accessing them at the same time as members under 18 years of age.
- Avoiding being in the changing rooms whilst the athletes are changing unless their child required additional assistance. In these circumstances the parent/carer must be the same gender as the child unless there is access to a family changing room or the venue has village changing facilities.

Children and adults sharing swimming lanes

Try A Tri does not recommend that adults and children (particularly those under the age of 14) should be lane sharing due to potential problems which could arise including allegations of sexual and physical assault, intentional and accidental. However, we recognise that in some situations it is not possible or appropriate for athletes to train separately e.g. with disability groups or individuals who require special assistance in the water.

Swimming is a physical sport and like many physical activities there are inherent risks in taking part. Try A Tri is committed to ensuring that any risks to all participants are kept to a minimum. We recognise that children aged 14 to 18 and senior athletes aged 18 and upwards may train together if they are of a like standard and size. As long as appropriate safeguards are put in place and a risk assessment carried out.

When lane sharing between senior and junior athletes who are over 14 is unavoidable Try A Tri and coaches should undertake a risk assessment to ensure training activities are organised and concluded in as safe an environment as possible, minimising both the health and safety risks and any child welfare risk that these situations may pose. The risk assessment should consider the training activities planned taking into account the composition of the lane and the following factors:

- Is there suitable lane supervision at club sessions involving children? (i.e. Under 18s)
- The age and gender of the athletes in line with British Triathlon guidance below.
- The relative sizes and abilities of the athletes.
- The individual swimmers lane discipline and precision of their strokes.
- Introducing a lane etiquette guide e.g. Re overtaking.
- The presence of lifeguards.
- The width of each training lane.

- The number of athletes in each lane.
- Whether the session is open to spectators.
- The process for raising concerns with our Child Welfare Officer

Coach participant ratios

For children under the age of 14, Guernsey Tribe recommends

- 1 - 8 ratio for coaches in a pool environment (1 - 20 ratio for lifeguards)
- 1 - 12 ratio for coaches in a sports hall or open field.

For children under the age of 18, Guernsey Tribe recommends:

- 1 - 12 ratio for coaches in a pool environment (1 - 20 ratio for lifeguards)
- 1 - 15 ratio for coaches in a sports hall or open field

For adults (over 18s)

- 1 - 15 ratio for coaches in a pool environment (1-20 ratio for lifeguards)
- 1 - 20 ratio for coaches in a sports hall or open field

A Level 2 coach must lead all coached sessions

All ratios are within British Triathlon Coaching Guidance ratios.

All ratios must be determined following a risk assessment of the session. The above ratios are a minimum requirement and in circumstances that require additional support (challenging environments, needs of the child / children / adults, aims of the coaching session) to maintain the welfare and protection of children and adults, the head coach is responsible for recruiting appropriate support.

Late collection of children

When new junior members join sessions their parents should be advised who to contact if they will be delayed in collecting their child and advise them of the action to be taken. Emergency contact details must be collected for all junior members. If you are unable to contact their primary contact, emergency contact details would be essential.

Coaches and volunteers must never leave a child under 16 years of age alone, and they must have parental permission to leave athletes over 16 years of age on their own. It is recognised that some parents will allow their child to travel to and from training sessions on their own, or with club mates, and in these situations the parent would be required to notify Guernsey Tribe of this.

Guernsey Tribe collection policy aims to always have 2 coaches/ volunteers to stay with uncollected children.

Guernsey Tribe coaches and officers should avoid:

- Asking the child to wait alone with them or being left alone with any child who has not been collected

- Taking any child home or to another location Allowing the child to leave with another club member without permission.

Missing child guidance

In the unfortunate incident that a child goes missing during club activities, Guernsey Tribe will follow this procedure:

- Ensure any other young people you are responsible for are appropriately looked after while the search is being completed for the missing child.
- Organise all available adults to fully search specified areas, particularly obvious areas of danger such as water.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Ensure that the area in which the child has gone missing is fully searched, including changing rooms, toilets, public and private areas.
- Ensure that there is a single point of contact for all individuals searching to report back to. This individual should record all of the events that have occurred as well as creating a physical description of the young person to include approximate height, build, hair and eye colour in addition to what they were last seen wearing, where and when they were last seen.
- If the young person has not been found within 20 minutes the Police should be informed, even if the search has not been fully completed.
- Once you have contacted the Police, they will advise if further action is required before their involvement.
- If the Police act upon your report, follow their guidance and requests for progressing the search.
- As soon as the young person is located be sure to communicate this to all individuals involved in the search.

Supervision of children

Try A Tri's duty of care to safeguard athletes includes having the appropriate levels of supervision in place during training sessions and if the athletes are taken to events or camps.

4b. Away Trip Guidance

If Try A Tri takes athletes away overnight, or over multiple nights, they will be responsible for the safeguarding and wellbeing of the athletes as soon as they have received the athlete from their parent/carer and will remain responsible until the athlete is handed back to their parent/carer.

Try A Tri overnight trips will include the following people:

- Welfare Officer – doesn't have to necessarily be the appointed Club Welfare Officer
- Head Coach
- Chaperone (volunteer)

- First Aider (this can be welfare officer, head coach etc)

The role of the Welfare Officer and Chaperone are outlined below.

Welfare Officer

The welfare officer appointed for a specific trip may not necessarily be the same one as appointed by the club committee as Club Welfare Officer but they should ideally have completed the Child protection in sport course.

The trip welfare officer will:

- Be the first to be notified in the event of any welfare concerns.
- Hold the contact details for all athlete's parents/carers in the event that they will be needed during the trip
- Hold the medical information for all athletes to ensure that they are accessible if needed during the trip
- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip
- In the instance of any ongoing concerns, refer them to the Club Welfare Officer if a different person.

Chaperones

The role of the chaperones is to provide loco parentis supervision of the athletes on the trip, assist with the maintenance of their general care and wellbeing and to assist the Welfare Officer if and when required.

Individuals who operate in this role should:

- Avoid completing a coaching role as well
- Hold a DBS check, ideally that has been issued for triathlon related activities within the past three years and that has been assessed by British Triathlon to ensure the applicants suitability for working with children
- Have attended some form of safeguarding training
- Have their role fully explained and the associated expectations outlined to them before commencing the role
- Met with other trip leaders in advance of the trip to ensure that all roles and responsibilities are
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.
- If the group is fairly small it's possible that a chaperone could also act as the Welfare Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is impor-

tant that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.

In advance of any trips the chaperones should:

- Meet with the athletes they will be responsible for during the trip, and their parents
- Be provided with the details of the trip including:
 - any booking details
 - athlete and team leader room allocations
 - the location of their room in relation to the athletes
 - details of any transportation being provided
 - any guidance that athletes have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athletes code of conduct
- Identify the nearest medical facilities
- During the trip, chaperones should:
 - Have a room on the same floor as the athletes and ideally as close as possible so they can be easily contacted by athletes.
 - Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations
 - Check all athletes rooms on arrival to ensure they are secure
 - Check if unsuitable channels can be accessed on the television in the room, and if so request for these to be blocked
 - Check that the in room telephone is operational
 - Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

Planning the Trip

Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Allocate rooms based upon age and gender, considering parent and athlete requests where possible. Under 18's should not share a room with an over 18-yearold even if they are of the same gender. If this has to happen (for budget reasons) that this is discussed and agreed upfront and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided.

- Ideally all athletes should be on the same floor, with club officers' rooms at either end. Ensure that guidelines are in place for the use of any in room telephones and televisions.
- How club officer contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the trip · Distributing and collating all required forms to and from parents/carers.

Emergency Plan

In the unfortunate occurrence of an incident the emergency plan will be followed:

- In the event of a medical emergency, follow basic first aid procedures (make the area safe, call for help, provide first aid)
- Communicate the nature of the emergency and who is involved to essential personnel e.g. head coach, chaperones, parents
- Confirming any injuries and providing medical assistance if required
- Nominate which member(s) of the team leading the trip would accompany the individual requiring medical attention
- Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified.
- Where required, who will notify the Police of the incident
- Who will be responsible for contacting the parents/carers of the athlete(s) involved
- When and who should contact the Home Nation Association Lead Safeguarding Officer
- Who will create a written record of the incident?

5. CHALLENGING BEHAVIOUR

It is likely that at times coaches and volunteers will be required to intervene when a child is demonstrating challenging behaviour. The following guidance outlines Try A Tri good practice and provides strategies and sanctions which should be employed as well as those that should be avoided.

The guidance is centred around:

- Maintaining the welfare of the child at all times
- Providing clear guidelines to coaches and club officers regarding appropriate conduct and the process for responding to unacceptable behaviour

- Ensuring that children are not subjected to harmful, abusive or humiliating behaviour
- Recognising that children may demonstrate challenging behaviour as a result of a specific circumstance, such as a medical condition or being the victim of abuse
- Recognising that triathlon, and sport in general, can significantly improve the wellbeing of children
- Where possible the club should support the inclusion of all children in taking part in triathlon and only in exceptional circumstances should a child be barred from taking part in club activities.

Unacceptable behaviours

Try A Tri recognises the following as unacceptable behaviours:

- Disrupting the learning environment for others
- Bullying (on or offline)
- Exclusionary behaviour towards other children
- Deliberately being unsupportive towards other athletes and coaches
- Any form of violence towards children and coaches
- Behaving in a way that places the safety and enjoyment of other athletes and coaches at risk
- Offensive language
- Damage to property belonging to others or to Try A Tri

Managing Challenging Behaviour

In any situation the response should correspond to the behaviour demonstrated and be outlined to the athlete and their parent/carer as soon as possible. Suggestions for responses include:

- Having the child take a time out
- Encouraging the child to make amends for their actions
- Reinforcing positive behaviour
- Increasing the level of supervision for the activity
- Discuss the unacceptable behaviour with the child and their parent/carer and develop an agreement for it not to occur moving forwards
- Impose sanctions, such as missing a club social gathering
- Temporary exclusion, or permanent exclusion in extreme cases or if the child is a high danger risk to themselves or others

Physical Intervention

Try A Tri coaches will avoid physical intervention unless it is vital to preventing a child from injuring themselves or others. Physical intervention should result from conscious decision making and

should not be a reaction to the behaviour and the club officer/coach should always ask themselves if it is the only option before intervening.

Any physical intervention will:

- Be completed in a way which is the least restrictive and does not hurt the child/young person
Achieve an outcome in the best interest of the child/young person
- Will be in proportion to the demonstrated behaviour
- Use the smallest amount of force to implement the intervention and for the shortest duration possible
- Ensure that during the intervention the child/young person is not touched inappropriately
- Not used as a punishment
- Pain is not being inflicted

Following the implementation of any physical interventions they should be recorded and passed over to the Club Welfare Officer as soon as possible.

Welfare Officer (WO) guide to managing bullies

All allegations of bullying relating to athletes under 18 years of age should be reported to the welfare officer. The welfare officer will:

- Request all details in writing
- Try to implement mediation between the parties, this could be completed by an independent individual
- If the child is under 16 years of age ensure that their parent/guardian is present, or that an alternative adult is nominated by them
- If the young person is 16 or 17 years of age both they and their parent/guardian can agree for no adult presence, or for another adult to be present
- Refer the incident to the Sports Commission Welfare Officers for support and monitoring purposes

6. INCLUDING CHILDREN WITH DISABILITY

Try A Tri is committed to providing opportunities for all individuals to take part in the sport. In some cases, this will require amendments to certain rules and regulations to meet the requirements of any disabilities.

While ensuring that children with disabilities can take part we recognise that these children may be additionally vulnerable to abuse and additional safeguards implemented to reduce these risks.

Try A Tri recognises there may be a need to work with sport-specific experts within British Triathlon and local experts including the Guernsey Disability Alliance and Guernsey Sport Commission.

Disability defined

A disabled person is defined as being someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Safeguarding the needs of disabled young people

Try A Tri is committed to making all children and adults feel included and welcome at every session. Our coaches will aim to meet the needs of every individual to enable their participation in the sport. To ensure that disabled athletes are fully incorporated into our activities, coaches and relevant personnel will work with the athlete and their parents/carers to facilitate this.

7. CONTROLLING ACCESS TO CHILDREN

All individuals involved in Try A Tri who have significant access to children will:

- Hold an up to date DBS
- Hold a relevant Child Protection qualification
- Be vetted by the Welfare Officer and Head Coach
- Have experience working with children
- Support Try A Tri Safeguarding and Protecting Children and Adults policy

All applications to work with Try A Tri will be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

Training

All individuals who are in regular contact with children should attend safeguarding training within 3 months of time of commencing the role.

Coaches and welfare officers who have completed safeguarding training as part of their professional training is accepted as an alternative form of training.

Coaches responsibilities during sessions

All Try A Tri coaches must ensure that:

- The welfare of young people (and vulnerable adults) is paramount and children have the right to protection from abuse.
- All young people who take part in triathlon are able to participate in a fun and safe environment.
- All reasonable practical steps to protect children from harm, discrimination and degrading treatment and respects their rights, wishes and feelings are in place.
- All suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately according to BTF guidelines.
- Everyone knows and accepts their responsibilities and works together to achieve this common goal of protecting children: parents, triathletes, coaches, team managers, volunteers and professional staff

8. TRY A TRI COACH GOOD PRACTICE

All Try A Tri coaches (level 1, 2 and 3) should always work hard to adhere to the following good practice, which is in line with the good practice guidance offered by the British Triathlon:

- Endorsing triathlon as a fun and enjoyable sport and promoting fair play
- Treating all the athletes you coach equally; this means giving both the more and less talented in a group similar attention, time, respect and dignity.
- Keeping up to date with qualifications and operating within the level of their qualification
- Acting as a role model for the athletes, for example not smoking or drinking around the athletes and being mindful of your behaviour at club training sessions, events or social gatherings
- Never condone rule violations or the use of prohibited substances.
- Ensuring that training sessions are appropriate for the age, development, both physical and emotional, and experience of the athletes they are coaching
- Ensure training and competition schedules are based on the needs and interests of the child, not those of the parents, coaches, club, sponsors or the Home Nation. It is imperative that coaches monitor the overall training intensity and recovery times.
- Ensuring that the athletes wellbeing is paramount and recognising that performance comes after this
- Enabling young people to assist in making decisions which relate to them
- Maintain a safe and appropriate relationship with athletes; it is inappropriate to have an intimate relationship with a young person.
- Not tolerating aggression
- Understanding the athletes you coach and not pushing them too hard and against their will and ability level.
- Providing feedback in a constructive and positive manner
- Encouraging young people to respect others including other athletes, officials, volunteers etc.
- Conduct all coaching and meetings in an open environment; avoid one-to-one coaching in unobserved situations.
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations in which the coach or team manager uses their position and power to dictate what the triathlete should and should not do.
- Avoid unnecessary physical contact with young people; contact can only be made for safety reasons and where there is no other way of coaching the technique. Contact should be neither intrusive nor disturbing and the athlete's permission must be sought.

- Contact should be led by the child not the adult, for example when a child is distressed or celebrating a success.
- Ensure separate changing facilities are available for junior and senior triathletes. Where supervision is required, involve parents wherever possible and ensure that adults work in pairs.
- Communicate regularly with parents and involve them in decision-making and gain written consent for travel arrangements. Secure their consent in writing if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Be aware of any medical conditions, existing injuries and medicines being taken. · Keep a written record of any injury or accident that occurs, together with details of any treatment given.
- Ensure you are qualified and up-to-date in first aid or that there is someone with a first aid qualification in attendance.

9. MOBILE PHONE AND ONLINE GUIDANCE

Try A Tri only holds the contact details for children and young people, if they have written permission from parents/carers

Communication to children and young people should always be copied to a parent/carer, and should be relevant to the athlete's participation in coaches sessions

Where necessary for the coach or official to have a child's contact number e.g. while away on a training camp, parents / carers must be made aware of the use of the details, how they will be used and make sure permission is obtained. Once the situation / event is over, contact details must be deleted.

It may be required for Try A Tri to contact groups of children or young people, for example training groups, in these cases a private Facebook group or email group, using the BCC function, may be created. Permission must be given by parents before athletes are added and parents should be invited to view content.

Where sensitive data is held, then all devices (e.g., mobile phones, laptops) will have appropriate security: password protection, fingerprint recognition

In the event of using the camera function, the coach will have the permission of the young person's parents/carers and should follow our procedure for taking and sharing photos (see below).

No coach or volunteer should, in any circumstance, use their camera function in the event that they should have to enter change rooms.

Photographs of young people under 18 years of age will only be published if the permission of their parents/carers has been given.

If a photo is published, the young person's details such as their full name, location of the photograph or any details that would enable them to be found will not be included.

Any message or image that is considered inappropriate for a young person to have should be immediately reported to the Welfare Officer.

Use of Social Media

Try A Tri uses Facebook and Instagram for marketing and communication too existing clients / members. We recognise that these sites are frequently used by our junior athletes and where necessary e.g. to communicate to a group of athletes aged 18 or under, coaches and officials (welfare officers) will use relevant platforms.

Please refer to Try A Tri's Online Safety and Social Media Policy for detailed guidance on the use of electronic communication

10. GOOD PRACTICE FOR THE USE OF PHOTOGRAPHY AND FILMING EQUIPMENT

The following applies to all Guernsey Tribe and Try A Tri Community LBG activities and relates to images recorded on any device (mobile, ipad, go pro, video camera, camera).

- Parental consent to capture images and video during any Try A Tri coaching session should be gained before the activity / event commences
- An athlete's parents/carers should have the opportunity to refuse their child being photographed. This will not exclude the child from any activities.
- If a photographer is present at a Guernsey Tribe event, all parents will be given the opportunity to confirm if their child is eligible to be included in photographs. In the event that children are not eligible, guidance will be given to the photographer to avoid capturing images which will include the child.
- If imagery of an athlete under 18 years of age is published or used by Guernsey Tribe for any reason the athlete's parents/carers should give additional consent
- Where other parents are taking photos during the coaching session or event, parents will be requested to maintain a focus on their child and reminded to request the consent of other parents should they wish to include another child in their photographs
- Action shots should demonstrate the spirit of the sporting activity and should not be taken if the athlete's swimwear or trisuit are ripped or displaced.
- The photographs should focus on the action and, where possible, be a group shot as opposed to focussing on individuals.
- All photographers (not parents) present at our events will be given clear guidance as to what images are acceptable to capture.
- Images captured by an official photographer for the use of Guernsey Tribe in marketing materials will be managed by an appointed person who will make sure all final images are in line with our guidance
- Images captured by an official photographer for use by a corporate sponsor must be reviewed by an appointed person within Guernsey Tribe (ideally welfare officers) before being shared in the public domain

Guidance for filming junior athletes during training sessions

There will be a clear and valid reason as to why filming a child during a training session is neces-

sary, a primary reason for this would be for athlete development and mastering a skill. If there is a valid reason consent would need 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.

11. USEFUL CONTACTS:

- The Samaritans - Telephone: 08457 909090
- Victim Support - Telephone: 08453 030900