



# Safeguarding and Child Protection

## June 2016

Welsh Triathlon Procedures

British Triathlon Federation



## Contents

Welsh Triathlon Procedures .....	1
1.0 Detailed Reacting to, Recording and Reporting a Concern .....	3
1.1 Reacting to a Concern .....	3
1.2 Recording a concern .....	5
1.3 Reporting a Concern .....	6
1.4 Concerns for a child outside of a Triathlon club: .....	8
1.5 Action Taken when a Concern is Raised .....	10
1.6 Process Chart .....	12
1.7 Information for Individuals Who Have Been Complained About .....	13
1.8 Confidentiality and Information Sharing .....	13
1.9 Whistle Blowing Policy .....	14
Appendix 1: Welsh Triathlon Child Welfare Concern Referral Form .....	18

## **1.0 Detailed Reacting to, Recording and Reporting a Concern**

Welsh Triathlon provides the following guidance for you to follow should you receive a disclosure.

### **1.1 Reacting to a Concern**

If you receive a disclosure relating to a child's wellbeing the key things you should do are:

remain calm and listen carefully

try to avoid showing your emotions if you are upset, disgusted or in disbelief of what you are being told

*If a child reports a concern directly to you:*

Ensure that the child feels safe and is not in danger

Keep an open mind

Do not ask questions unless you are clarifying information, if so ensure that they are not leading questions or make suggestions

Do not make assumptions or judgments about what you are being told

Take all concerns seriously

Be honest with the child and advise them that you cannot keep this information confidential, and never promise them that you can

Try to reassure them by explaining what action you will have to take

If it does not stop the child from disclosing try to have another person listen to their disclosure with you

Document what the child has told you as soon as possible after the conversation, or during it if possible, to ensure that the information is correct

*If an adult reports a concern:*

Listen to what they are disclosing and consider the appropriate action

Ask them if they have recorded their observations, and to do so if not

Remind them of the need for confidentiality and sensitivity

*Sharing your concerns and confidentiality:*

Ensure that you only relay information to those who need to know, maintaining confidentiality and that anyone you share the details with recognises the sensitive nature of the information.

If the child's parents are not implicated by the disclosure they should be advised at the earliest opportunity on the basis of confidentiality.

If the child requires medical attention ensure that this is received.

While responding to the concern ensure that any other children that you have responsibility for are being appropriately supervised.

*You should never:*

Confront the alleged abuser

Promise to keep the disclosure a secret

Take any action until you have considered the information and shared it appropriately

Act alone - always follow the clubs guidelines, or Welsh Triathlon's if the club do not have any.

## 1.2 Recording a concern

Welsh Triathlon have a recording template (Appendix 1) for you to use, but if you do not have the form to hand you should include the following information:

Full details of the child concerned, including their age (or date of birth), gender, and address

Their parent or guardian's details

What information has been shared with the child's parent/guardian

Full details for the person about who the allegation has been made, including their full name, age (or date of birth), address, relationship to the child and their position within the club, if applicable

A note of any visible injuries the child has, such as bruising or cuts, and where they are located

The child's account as fully as you can, remaining factual to what the child has told you

The details of any witnesses

Other relevant information including, for example, any other incidents and the dates of these

Information which has been passed on as hearsay, second hand, or is opinion based, ensuring that you make it evident as such

The date you have completed the form and a contact number for any follow up conversations. You should also sign the form

Please ensure that you complete as much of the information as you can but ensure that identifying the details doesn't delay the information being passed to the relevant agencies.

Be aware that your records may be passed on to designated officers, the Police or Children's Social Care Teams and therefore it is important that all information is recorded as soon as possible and is factual. If you are not clear on a detail either do not include it or state that you are surmising the information provided.

### 1.3 Reporting a Concern

It is important to remember that it is the responsibility of everyone within the sport to report cases of concern but it is not their duty to determine if abuse has taken place, this should be left to professionals to consider the information and conduct enquiries.

If your concern relates to a child who is, or may be, at risk of harm do not hesitate to contact the Children's Social Care Team or the Police Child Abuse Investigation Team/Unit, informing the Welfare Officer of your actions when possible.

*Concern for a child in a Triathlon club:*

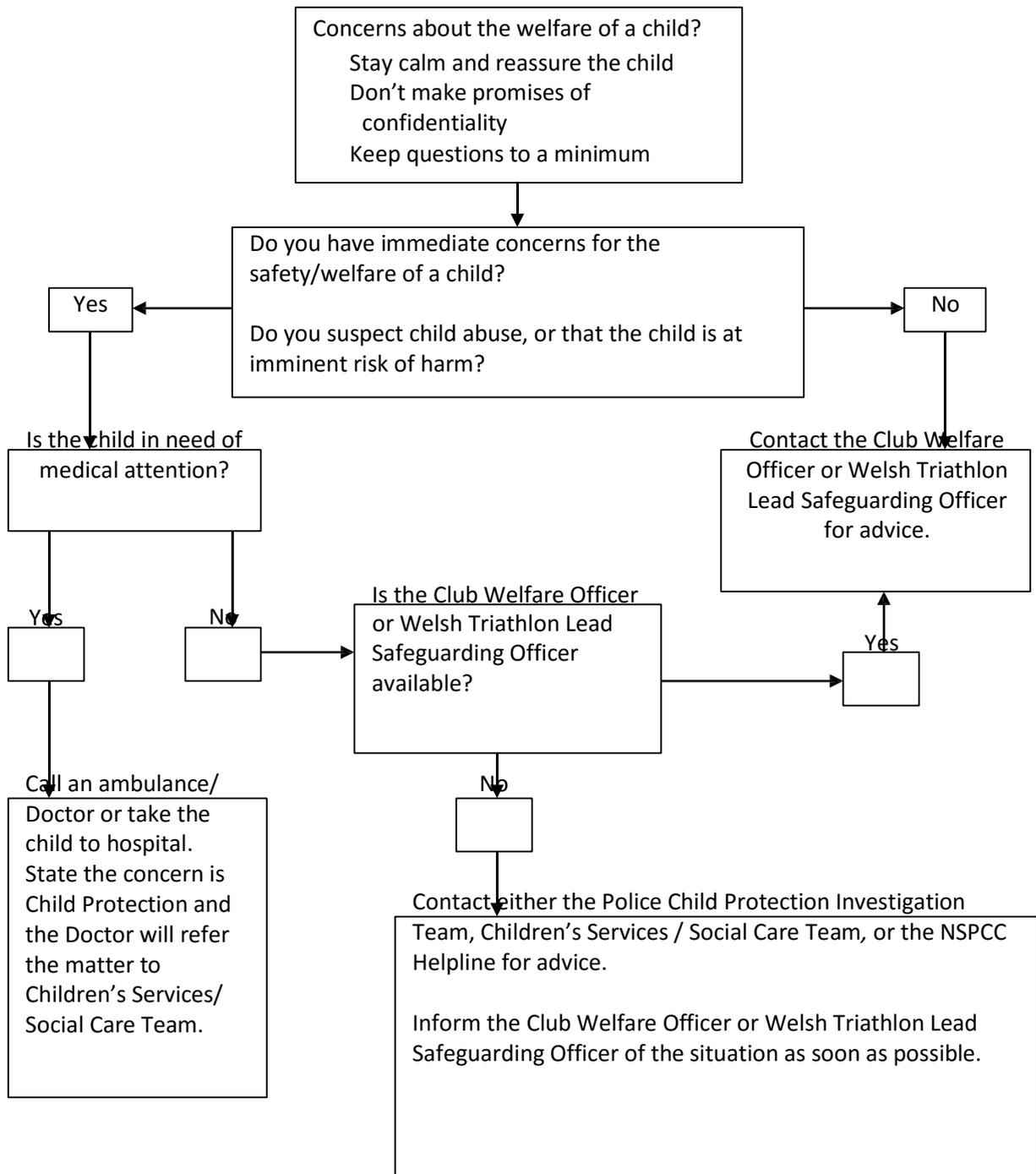
Welsh Triathlon's reporting structure

The club's welfare officer has a key role in receiving and managing safeguarding issues within the club.

If the club welfare officer is unavailable you should contact the Welsh Triathlon Lead Safeguarding Officer.

If neither the club welfare officer or the Welsh Triathlon Lead Safeguarding Officer are available and you have concerns over the immediate well being of a child you should contact either the Children's Social Care Team or the Police Child Investigation Team/Unit.

If you have a concern about a child within a triathlon setting you should refer to the following flowchart:



#### **1.4 Concerns for a child outside of a Triathlon club:**

Many adults in sport develop positive relationships with children and young people, and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a young person directly. It is essential that concerns coming to light within Triathlon, but actually arising elsewhere in the child's life (e.g. at home, at school or in the wider community), are acted upon in the child's interests and reported in line with Welsh Triathlon's safeguarding policy and procedures

There is a possibility that you may receive a disclosure about child abuse, safeguarding concerns or inappropriate behaviour that sits outside of the sporting environment. If a child is at risk, or potentially at risk, you should immediately refer this to the Children's Social Care Team or the Police Child Investigation Team/Unit, informing the Welfare Officer of your actions when possible. Ensure that you take the name and contact details of the person that you speak to and pass this information on to the Welsh Triathlon Lead Safeguarding Officer.

Concerns that you may become aware of could include the behaviour of a parent/guardian who's child is a club member, even if the concerns are not related to the sporting environment

The person making the referral may not be contacted regarding the outcome of an investigation which is purely based on confidentiality and is not reflective of the referrer's action. In situations where it is more beneficial for the child to remain in the club environment the Children's Social Care Team or Police Child Investigation Team/Unit may make contact with the club to ask for additional support.

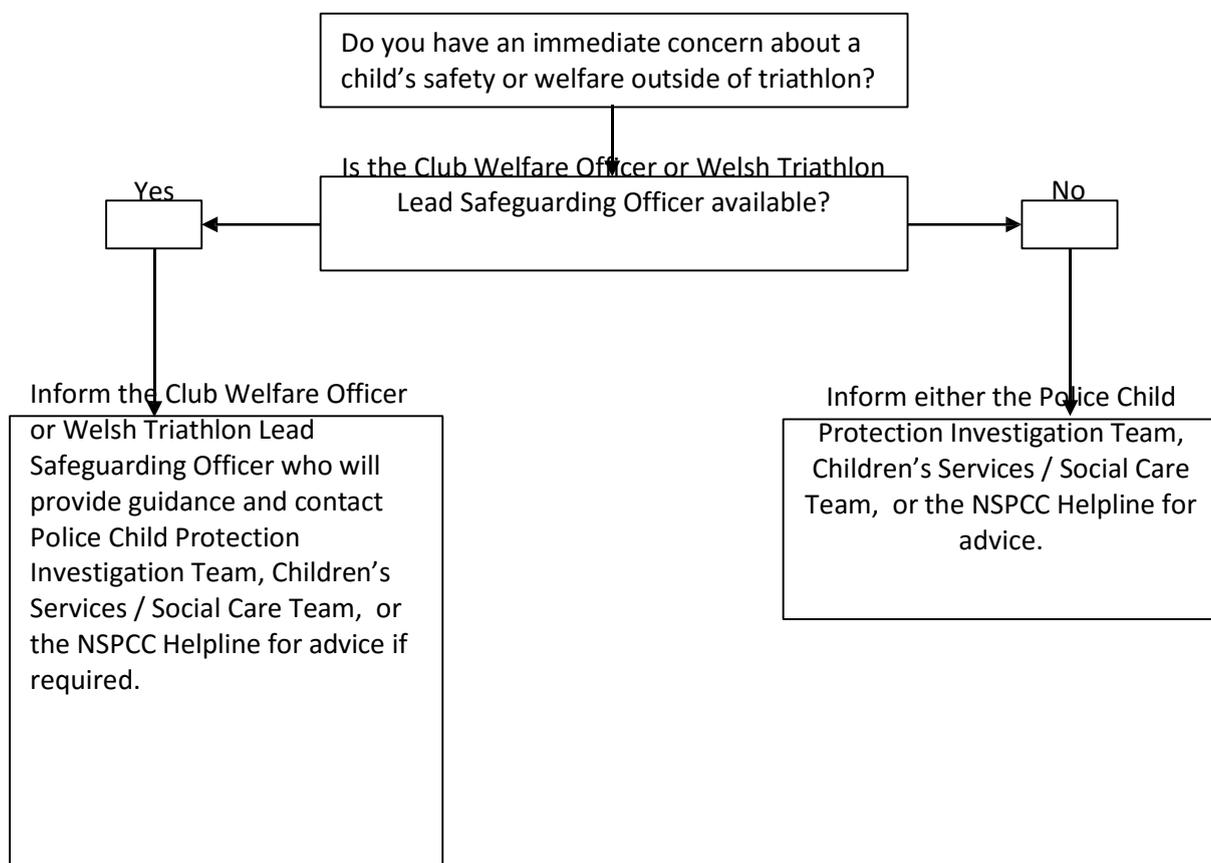
If you have concerns about an incident that occurs independent of triathlon relating to poor parenting or abuse this should still be passed onto the Club Welfare Officer or directly to the Welsh Triathlon Lead Safeguarding Officer or one of the statutory agencies.

If the concern is raised to the Welsh Triathlon Lead Safeguarding Officer the referral will be recorded and discussed with the Welsh Triathlon Case Management Group to determine if there is action that Welsh Triathlon should take in relation to the incident to safeguard children, for example through suspension, and to avoid similar situations from occurring again.

Under Welsh Triathlon no further action will be taken if the incident does not involve individuals operating within the sport unless the statutory agencies request this or statutory investigations have concluded.

If you refer an incident it is likely that to satisfy confidentiality requirements statutory agencies will not keep you updated with the progress of a case or the outcome. In other cases where it may be best for the child to be kept within the club environment during an investigation the statutory agencies may request additional support from the club to facilitate this.

If you have immediate concerns about the welfare or safety of a child outside of triathlon the following flowchart can assist you:



## 1.5 Action Taken when a Concern is Raised

### *In a matter inside of Welsh Triathlon*

The concern should be raised with the Club Welfare Officer in the first instance. If there is no Welfare Officer in position the concern should be directed to the Welsh Triathlon Lead Safeguarding Officer, or in an emergency directly to Children's Services or the Police.

Club Welfare Officer to inform Welsh Triathlon Lead Safeguarding Officer of concerns as soon as possible.

Once advised of any situations, and taking the known details into consideration, the Welsh Triathlon Lead Safeguarding Officer will begin an investigation into the report and notify the statutory agencies as appropriate. Should it be immediately apparent, or become apparent during the course of the initial investigations that abuse has occurred the Lead Safeguarding Officer should contact the relevant statutory agencies.

Following the Lead Officer's investigations an initial Case Management Group will be convened to review the report and determine if some level of abuse or poor practice has occurred.

#### Role of the case management group

- to ratify any actions already taken by Safeguarding Lead Officer
- to initially assess and agree immediate response (does there appear a case to answer)
- to identify appropriate 'route' for case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- to decide the level (from local to national) at which the organisation will deal with the concern
- to consider the need for temporary/interim suspension order (some organisations' Case Management Group issue suspensions directly, while others can only make recommendations to their disciplinary group)
- to review progress of case/s
- to identify/communicate learning from cases

Should the Case Management Group determine that poor practice has occurred the individual concerned will be advised along with the resulting recommended actions. However, if it is determined that this individual may pose a risk to children the individual concerned will be temporarily suspended to allow a thorough investigation to be completed as a neutral act to protect all involved parties.

Following a full investigation the Case Management Group will provide the Director of Safeguarding with an overview of the case and their recommendations for progressing which will need to be agreed before being communicated to the individual concerned.

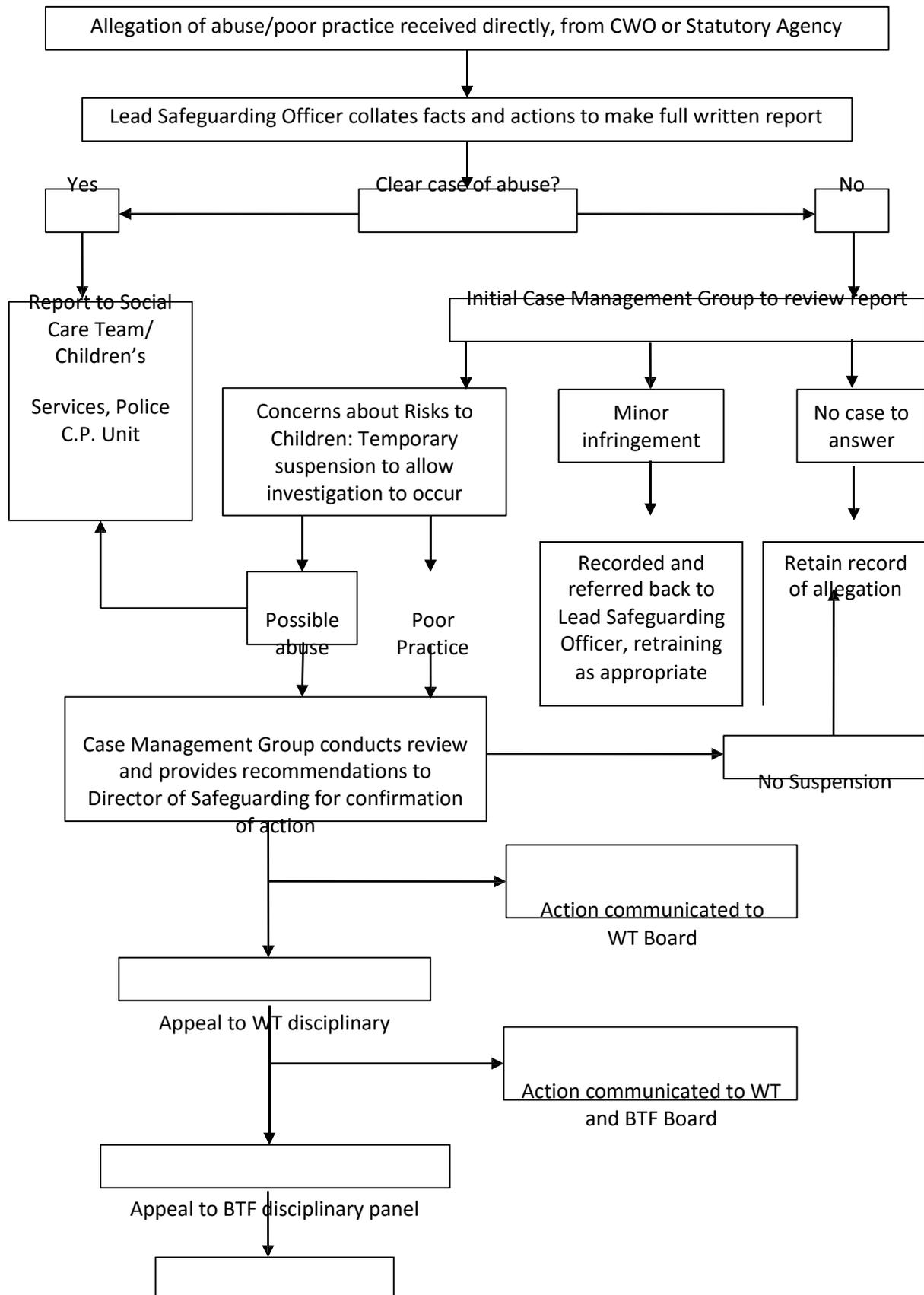
Following the receipt of the Case Management Group's outcome the individual concerned can appeal to the Welsh Triathlon Appeals Panel if they are unhappy with the result.

If the concerned individual is unsuccessful in appealing to the Welsh Triathlon Appeals Panel they have the option to apply to the British Triathlon Appeals Panel who will have the final ruling on the case.

Where possible the Welsh Triathlon Lead Officer will communicate with the person who raised the concern, however due to confidentiality issues this may not always be achievable.

## 1.6 Process Chart

The following process will be completed internally once a concern has been raised:



Final action confirmed

## **1.7 Information for Individuals Who Have Been Complained About**

If Welsh Triathlon has advised you that a complaint has been received about your conduct the following information may be useful in understanding what actions have been taken and why.

Welsh Triathlon will endeavour to treat all cases fairly and impartially ensuring a transparent process is followed, including:

The chance of being suspended from your role during the course of any investigation. This is seen as being a neutral act to protect both yourself, the child involved and the person who has made the complaint, if not the child themselves

The Welsh Triathlon Lead Safeguarding Officer will be your point of contact throughout the investigation unless advised otherwise

Throughout the course of the investigation you will receive regular updates as appropriate

## **1.8 Confidentiality and Information Sharing**

Government guidance in Every Child Matters (March 2015) identifies that information sharing is important to:

enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.

safeguard and promote the welfare of children and young people.

Welsh Triathlon identifies that maintaining confidentiality while managing child safeguarding issues is imperative with all related documentation being kept in a secure place. However, confidentiality should never take precedence over concerns being directed to the appropriate person, especially if not conveying these concerns could place a child at more risk of harm and so should you receive a disclosure you should never promise to keep it a secret.

The principles of confidentiality should be maintained whether disclosing a concern internally or to any external statutory agency. The Government has

created a document called '*Information Sharing for Practitioners*' (March 2015) which provides seven golden rules for sharing information:

1. The Data Protection Act is not a barrier to sharing information but a framework to ensure that personal information is shared appropriately.
2. Be honest with the individual concerned (and their family when appropriate) about why, what, how and with whom their information could be shared with and, unless inappropriate or unsafe to do so, seek their agreement.
3. If you are unsure seek advice, without disclosing an individual's identity where possible.
4. Share with consent when possible and respect the wishes of those who have not consented. You should use your judgement to determine if a lack of consent should be overridden in public interest. You should base your decision on the facts of the case.
5. Consider safety and well being when deciding to share information, both of the individual concerned and those that could be affected by their actions.
6. Ensure that you share only necessary information and it is only shared with individuals who need to have it, that it is accurate, shared in a timely manner and shared securely.
7. Keep a record of your decision and the reasoning behind it. If you do share information, make a note of what has been shared with whom and for what purpose.

The Government document '*What to do if you feel a Child is being abused*' summarises the above and can be found in the Child Protection section of the website.

Remember it is not your role to determine if a child is at risk or likely to suffer harm. It is your responsibility to act on any concerns properly, in line with best practice, and in a timely manner

## **1.9 Whistle Blowing Policy**

Welsh Triathlon is committed to developing a culture that makes it safe for all those involved in the sport to raise concerns about poor or unacceptable practice and/or breaches in safeguarding.

Children and young people within triathlon are vulnerable to the potential of abuse occurring and every adult within the sport should look to safeguard them. Welsh Triathlon believes there should be a culture in all clubs where individuals can raise concerns about unacceptable practice and misconduct in a safe environment.

It is possible that you will be the first person to identify an issue and Welsh Triathlon recognises that it can be daunting to relay this concern, as to do so may feel like you are being disloyal to your colleagues, or have fears that you could be victimised or disadvantaged as a result. This is understandable but it should be remembered that it is often the most vulnerable children who are targeted and that they need you, and others like you, to protect their well being and safeguard them from potential harm. Everyone involved in triathlon has a responsibility to raise concerns to an appropriate individual who can act upon them, in line with the Welsh Triathlon Reporting Procedures.

Welsh Triathlon recognises that whistle blowing on friends and club mates can be difficult but it is important to do so as opposed to allowing a child to become, or remain, at risk. Once a concern has been raised the Club Welfare Officer and Welsh Triathlon Lead Safeguarding Officer will take action as deemed appropriate.

Welsh Triathlon assures all individuals in the sport that they will be treated fairly and all concerns considered properly. In cases where it becomes apparent that any concerns are unfounded no action will be taken against those who reported a concern, provided they acted in good faith and without malicious intent. If it is proven that the report was made maliciously then action could be taken in line with the Welsh Triathlon's Disciplinary Process.

### *Reasons for Whistle Blowing*

Everyone involved in triathlon has a duty to raise concerns relating to poor practice, unacceptable behaviour or abuse in order to:

- Prevent the problem getting worse

- Protect others and reduce the risk to them

- Prevent being implicated through the lack of appropriate action

### *What stops people whistle blowing?*

- Starting a chain of events that they have no control over

- Disrupting the club, the athletes and yourself

Fear of repercussions if the concern is unfounded

Fear of not being believed

### *Referring the Concern*

If you are reporting a concern about a Welsh Triathlon member, a club member or a members parent/guardian you should contact the Club Welfare Officer, the Welsh Triathlon Lead Safety Officer or one of the statutory agencies.

If you are given a 'tip-off' you should attempt to acquire the following information from the informant:

Their name, address and contact number

The names of the individuals involved

Whether they have evidence of the alleged concern, and if not what leads them to believe that poor practice/abuse is occurring

How they became aware of the concern

This information should then be submitted to your Club Welfare Officer, the Welsh Triathlon Lead Safety Officer or a statutory agency.

In all situations you should never attempt to deal with any allegations or suspicions yourself, and specifically you should not:

Inform the person about whom the concerns were raised

Inform any other members or participants

Commence your own investigation

Annotate or remove evidence

Delay reporting concerns

Also, you should not assume that:

'All is well, otherwise it would have been spotted earlier'

‘It doesn’t matter’ or ‘no harm will arise’

‘Ignore it as it’s not my responsibility’

*What happens next?*

All concerns will be treated in confidence and shared on a need to know basis

You will be given updates on how the case is progressing, providing it is appropriate to do so

Your Club Welfare Officer and the Welsh Triathlon Lead Safety Officer have a responsibility to protect you from any kind of harassment that may result from your disclosure

If the concern is found on the balance of probabilities to have occurred then appropriate action will be taken against the individual(s) concerned

If the concern is deemed unfounded providing the concern has been raised in good faith no action will be taken against you and Welsh Triathlon will continue to support you

If the concern is deemed unfounded and that it has been raised maliciously it will be considered a disciplinary offence

## Appendix 1: WelshTriathlon Child Welfare Concern Referral Form

Club:	Date:
-------	-------

Section 1: Details of Child Concerned	
Name:	Date of Birth:
Parent/Carers:	
Address:	
	Postcode:
Contact Number:	

Section 2: Details of Referrer	
Name:	Club:
Position in Club:	
Address:	
	Postcode:
Contact Number:	

Section 3: Details of individual against whom the allegation is made	
Name:	Club:
Position in Club	
Address:	
	Postcode:
Contact Number:	

Section 4: Reason for Referral	
Date of Incident:	Location of Incident:
Witness Incident: Y / N	
If you did not witness the incident details of who did:	

Name:	Contact Number:
Position in Club:	
Details of Concern; include as many details as possible including time and location of incident, any injuries sustained, treatment required etc. Continue on separate sheet if necessary.	

Child's account of what happened; include what the child actually said, or indicated. Continue on separate sheet if necessary

<b>Section 5: Action taken by the club</b>	
Police Informed: Y/N	If yes, name of Police contact:
Contact Number/Email:	
Children's Social Care Services Informed: Y / N	Name of Social Worker:
Contact Number/Email:	
Medical Assistance Required: Y / N	Details:
Parents/Carers Informed: Y / N	
Details of action taken, continue on separate sheet if necessary:	

<b>Section 6: Action taken by Welsh Triathlon</b>	
Police Informed: Y/ N	If yes, name of Police contact:
Contact Number/Email:	
Children's Social Care Services Informed: Y / N	Name of Social Worker:
Contact Number/Email:	
Medical Assistance Required: Y / N	Details:

Parents/Carers Informed: Y/ N	
-------------------------------	--

Details of action taken, continue on separate sheet if necessary:

--

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date: