



British Triathlon Safeguarding Adults at risk Policy and Guidelines

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Version 1.0



PART 1 - POLICY

1 Introduction

Everyone who participates in Triathlon 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.

British Triathlon has a duty to ensure the welfare of adults is ensured. These guidelines have been produced by the British Triathlon to help your organisation enable “adults at risk” to enjoy all aspects of triathlon, in a safe environment.

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2 Policy Statement

British Triathlon Safeguarding Adults at risk Policy Statement

This policy applies to anyone aged 18 or over who has a physical or learning disability, mental illness or other health or social care need which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes and who is unable to safeguard themselves at all times as a result.

It is the policy of British Triathlon to safeguard adults at risk taking part in triathlon from physical, sexual, emotional or economic harm. British Triathlon will take all reasonable steps to ensure that, adults at risk participating in British Triathlon activities do so in a safe environment. Everyone, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, has a right to protection from discrimination and abuse.

British Triathlon actively seeks to:

- Create a safe and welcoming environment, both at events and training sessions, where participants can have fun and develop their skills and confidence.
- Support and encourage permitted events, affiliated clubs and triathlon teams to implement similar policies.
- Recognise that safeguarding adults at risk is the responsibility of everyone, not just those who work directly with them.
- Ensure that British Triathlon-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate good practice.

We will:

- Treat all participants with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all employees, contractors and volunteers who work with adults at risk in the course of their British Triathlon duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the British Triathlon Safeguarding Lead Officer.

3 Guidance for Clubs

If your club or organisation provides training or activities for adults at risk, it is strongly recommended that you adopt a policy and some straightforward procedures to put the policy into practice.

There are several good reasons for doing this:

- to safeguard “adults at risk”, both at training sessions and club activities
- to assure “adults at risk”, and their carers where relevant, that they are safe when taking part in activities at your club /organisation
- to raise awareness amongst all your members, volunteers or employees so that they know what to do if they are concerned about an individual, whether the concern relates to their welfare at your site, or to something happening outside that environment that the individual discloses to someone they trust in your organisation
- to protect volunteers and staff by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their and carers lives
- to protect the organisation, by showing that you have taken ‘all reasonable steps’ to provide a safe environment.

Everyone in the organisation should be aware of the policy and have access to the supporting procedures, and those working with adults at risk must be familiar with the procedures.

Volunteers or staff who work with adults with disabilities on a regular basis are strongly encouraged to attend Disability Awareness Training provided through:

<http://disabilitysportscoach.co.uk/training-workshops/disability-awareness-in-sport/>

These guidelines are concerned with safeguarding and are not a substitute for awareness training.

4 Designated Person

Although everyone has a role to play in ensuring that participants are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from the British Triathlon. We recommend the use of the term 'Welfare Officer'. This may be, but does not have to be, the same person who undertakes that role in relation to children.

Ideally it should be someone with relevant knowledge and experience, who is perceived as being approachable by both adults at risk and their carers. They don't need to be an expert - that is the role of Adult Social Care Services.

The designated person's general terms of reference could include:

- Maintaining an up to date policy and procedures, compatible with the British Triathlon's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding issues.
- Maintaining contact details for local Adult Social Care Services.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations from adults at risk, carers or others, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Chairman etc).
- Keep the British Triathlon informed as necessary according to procedure below.

Everyone in the organisation should know who the Welfare Officer is and how to contact them.

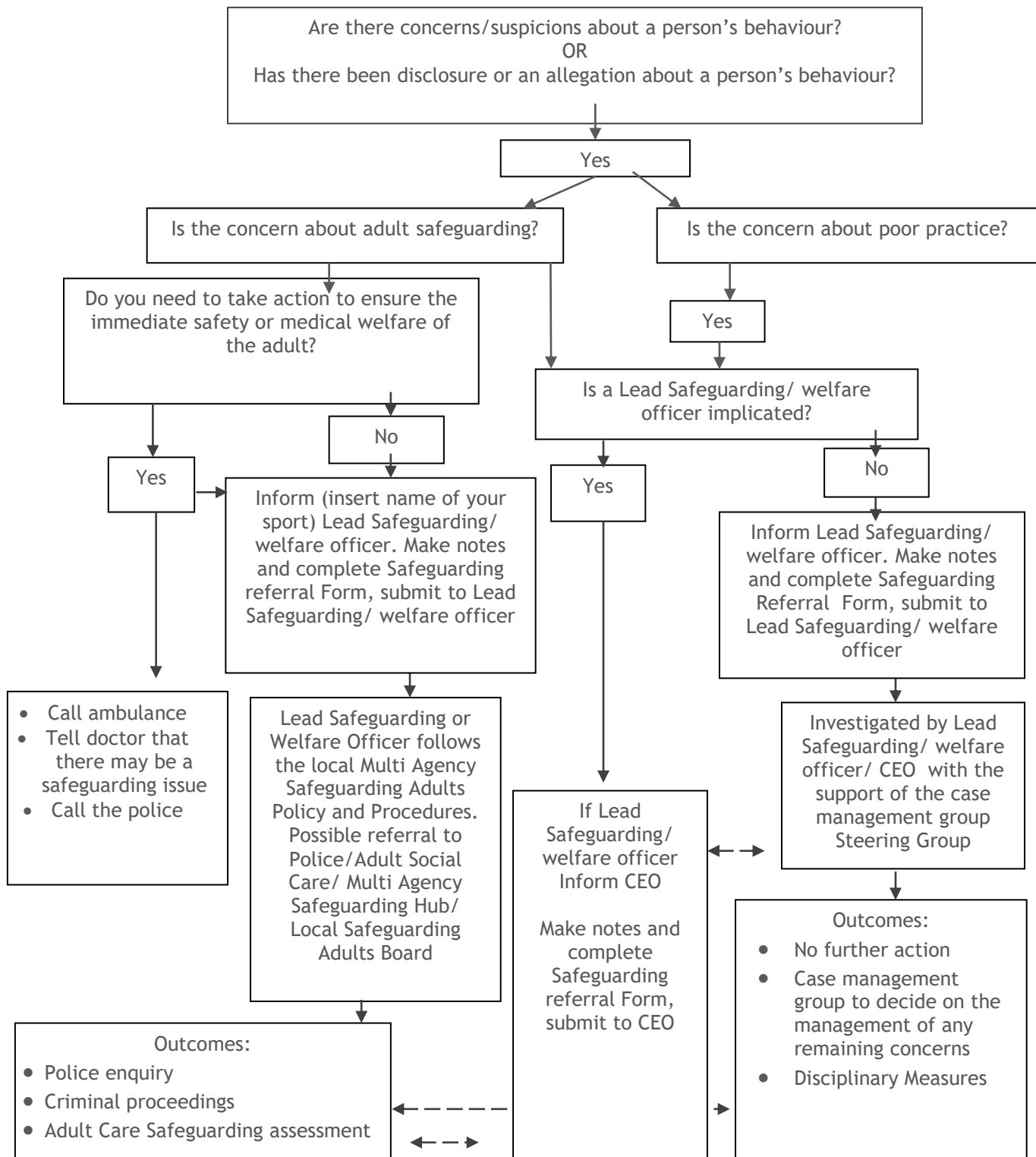
British Triathlon Lead Safeguarding Officer

Linda Haywood 01509260159
LindaHaywood@britishtriathlon.org

Part 2 PROCEDURES

5 Procedures for handling concerns, reports or allegations

Safeguarding Adults Flowchart: Dealing with Concerns, Suspicions or Disclosure



Remember - involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

5.1 What to do if you have a concern or someone raises concerns with you.

- You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice. You must report this to your Welfare Officer or the British Triathlon Lead Safeguarding Officer, or, if the Lead Safeguarding Officer is implicated then report to the British Triathlon CEO.
- If you are at an international event and have a concern, then speak to the coach or a team official.
- If you are concerned someone is in immediate danger, contact the police straight away.
- It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 2 'The Legislative Framework'.

5.2 How to Record a Disclosure

- Make a note of what the person has said, or you have witnessed, using his or her own words as soon as practicable. Complete an Incident Form and submit to the British Triathlon Lead Safeguarding or Welfare Officer.
- As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

A complaint, concern or allegation may come from a number of sources: the adult at risk, their carers, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the person outside the sport. Adults at risk may confide in someone they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that an adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns. For guidance on recognising abuse, see Appendix 1.

If there is an allegation or concern about an adult at risk who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

5.3 Handling an allegation from an adult at risk

Always:

- stay calm - ensure that the person is safe and feels safe
- show and tell the person that you are taking what he/she says seriously
- reassure the person and stress that he/she is not to blame
- be careful about physical contact, it may not be what the person wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the person has said as soon as possible after the event, using their own words
- follow your organisation's safeguarding procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility - consult someone else while maintaining confidentiality (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the adult at risk and gain support for yourself.

You may be upset about what the person has said or you may worry about the consequences of your actions. However, one thing is certain - you cannot ignore it. Professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

If you suspect that an adult at risk may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Adult Social Care who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the person to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. If the person has difficulty communicating, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

5.4 Handling information

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the person's carers, the organisation's Welfare/Safeguarding Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the British Triathlon Lead Safeguarding Officer should be informed. If the alleged abuse took place outside the sport, Adult Social Care will decide who else needs to be informed. It

should not be discussed by anyone within the organisation other than those who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

5.5 Statutory Authorities

If your club or centre is contacted by the Local Authority or Police concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the British Triathlon Lead Safeguarding Officer as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

PART 3 - INFORMATION

6 Useful Contacts

- Triathlon England Lead Safeguarding Officer: 01509 226159 lindahaywood@britishtriathlon.org
- Welsh Triathlon Lead Safeguarding Officer: 0300 300 3128 beverleylewis@welshtriathlon.org
- Triathlon Scotland Lead Safeguarding Office: 07545 697 841 janescott@triathlonscotland.org

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for Adult Services, generally with separate numbers for Adult Social Care and for the Emergency Duty Team (out of hours service).

Ann Craft Trust

A national organisation working with staff in the statutory, voluntary and independent sectors in the interests of people with learning disabilities who may be at risk from abuse.

Tel: 0115 9515 400

Website: www.anncrafttrust.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

MIND - mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

Office for Disability Issues: <https://www.gov.uk/government/organisations/office-for-disability-issues>

The Samaritans - Telephone: 08457 909090

Victim Support - Telephone: 08453 03090

SportsCoach UK - provide training on coaching people with disabilities

Tel: 0845 601 3054

Website: www.sportscoachuk.org/workshops/workshop-search

Appendix 1: About Abuse and Neglect

Definitions: To assist working through and understanding this policy several key definitions need to be explained:

Adults at risk? Adult at risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years, there has been a marked shift away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse. Vulnerable is believed to be a disempowering term.

All of us could be defined as ‘at risk’ at certain times, for example when undergoing medical treatment. From a safeguarding point of view, the term Adults at risk applies to those who have health or social care needs (irrespective of whether those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation.

In a sporting context, clubs and event organisers may work with:

- people who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can train and compete independently but need some assistance in transition, to those who depend on others for physical care and support
- people who are blind or visually impaired, who may need to be guided around a course or at training
- people who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- people who have learning disabilities or who for some other reason (eg. brain injury, dementia) may not have the capacity to make independent decisions or to assess risk.

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the **starting assumption must always be that an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity.**

Abuse is a violation of an individual’s human and civil rights by another person or persons. See section 5 for further explanations.

Adult is anyone aged 18 or over.

Adult safeguarding is protecting a person’s right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Types of Abuse and Neglect - Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

1. **Self-neglect** - this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In triathlon this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and who is starting to smell.
2. **Modern Slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In Triathlon you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
3. **Domestic Abuse** - including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example a participant with Down's syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
4. **Discriminatory** - discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender
5. **Organisational Abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In Triathlon, this could be training without a necessary break.
6. **Physical Abuse** - includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
7. **Sexual Abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

8. **Financial or Material Abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking equipment from an athlete with dementia.
9. **Neglect** - including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. In a Triathlon, this could be a coach not ensuring athletes have access to water.
10. **Emotional or Psychological Abuse** - this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. In Triathlon, this could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

Not included in the Care Act 2014 but also relevant:

11. **Cyber Bullying** - cyberbullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
12. **Forced marriage** - Is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
13. **Mate Crime** - A 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
14. **Radicalisation** - The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. In Triathlon abuse may be inflicted by anyone in the club that an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

1. Unexplained bruises or injuries - or lack of medical attention when an injury is present.
2. Person has belongings or money going missing
3. Person is not attending / no longer enjoying their sessions
4. Someone losing or gaining weight / an unkempt appearance
5. A change in the behaviour or confidence of a person.
6. They may self-harm.
7. They may have a fear of a particular group or individual
8. They may tell you / another person they are being abused - i.e. a disclosure.

Appendix 2 Legislation and Government Initiatives

Sexual Offences Act 2003

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

Disclosure Scotland fulfils this function in Scotland. <https://www.mygov.scot/about-disclosure-scotland>

The Care Act 2014 - statutory guidance

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Appendix 3 Sample documents

Sample Document 1 Club/Group Adult Safeguarding Policy and Procedures

Note: this is an example of how a Club/Group policy might be laid out. The exact content and level of detail should reflect the Club's own requirements and practices. The references in italics are suggested attachments. Those working directly with adults at risk should also have access to the British Triathlon's full Safeguarding Adults at risk Guidelines.

Policy Statement

It is the policy of **(organisation name)** to safeguard adults at risk taking part in triathlon related activities from physical, sexual, psychological or financial harm or neglect. The Club will take all reasonable steps to ensure that, adults at risk participating in Club activities do so in a safe environment. We recognise that all participants, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, have a right to protection from discrimination and abuse.

All members and volunteers should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is

.....

(Telephone, e-mail, mobile etc)

Volunteers

All Club volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

Good Practice

All members of the Club should follow the good practice guidelines attached (*see British Triathlon Sample Document 2*). Those working with adults at risk should be aware of the guidance on recognising abuse (*see British Triathlon Appendix 1*).

Concerns

Anyone who is concerned about the welfare of a vulnerable adult, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (*see British Triathlon Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding Adults at risk policy and any relevant Codes of Conduct may be subject to disciplinary action under British Triathlon procedures.

Sample Document 2

Handout for Instructors, Coaches and Volunteers - Good Practice Guide

This guide only covers the essential points of good practice when working with adults at risk. You should also read the organisation's Safeguarding Policy and Procedures which are available for reference at all times.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take a vulnerable person alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take a vulnerable person to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by a vulnerable person; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

Sample Document 3 - Club/Group Code of Conduct

It is the policy of (organisation name) that all participants, coaches, instructors, officials, parents/carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/organisation or its members

Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005
- Support the participant's involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the instructor/coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that the participant wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the participant's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people or adults at risk
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people or adults at risk
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow British Triathlon and club/class guidelines and policies
- Holders of British Triathlon Instructor and Coach qualifications must also comply with the British Triathlon Code of Ethics and Conduct
- Holders of British Triathlon Race Official appointments must also comply with the British Triathlon Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your Club/Class Welfare Officer or the person in charge of the activity.

Sample Document 4 - Safeguarding referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of adult at risk involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the British Triathlon Lead Safeguarding Officer, Lindahaywood@britishtriathlon.org British Triathlon, PO Box 25, Loughborough, LE11 3WX. and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.