



PACTRAC Child Protection Policy

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1. Introduction

This club policy is based upon the Child Protection in Sport guidelines and the BTA child protection guidelines.

This PACTRAC policy should be read in conjunction with the BTA guidelines, “A guide to child protection”, which says:

*British Triathlon is committed to ensuring that all young people who participate in Triathlon and its associated discipline have a safe and positive experience. ...British Triathlon believes that the welfare of young people is everyone's responsibility, particularly when it comes to protecting young people from abuse. However, it is important to remember that it is **not** the responsibility of those working in Triathlon and its associated disciplines to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.*

More detailed BTA guidelines can be found in their document, “**Safeguarding and Protecting Children – Child Protection Policy and Procedures**” on their website. <http://www.britishtriathlon.org/about/childprotection/> .

The following appendices to this BTA document also provide useful information/:

- Appendix A: Code of conduct for parents and young people
- Appendix B: British Triathlon Guidelines for the Use of Photographic & Video Images of Children/Young People under the age of 18
- Appendix C: Anti bullying policy
- Appendix E: BTA welfare officer job description
- Appendix H: responding to disclosure
- Appendix I: useful local and national contacts
- Appendix J: Reporting procedures

These can be found at

<http://www.britishtriathlon.org/about/childprotection/appendices.php>

These policies provide the underlying approach to child protection. Specific practices will be developed for club sessions, such as the Oundle Pool main training sessions and child sessions that comply with these policies.

Appendix A of this document provides a job description for the club welfare officer based upon the BTA welfare officer job description.

2. What is Child abuse (from the BTA guidelines)

Abuse is a powerful and emotive term. Child abuse is a term used to describe ways in which children can be harmed by adults and other young people, and often by those they know and trust. The coach often holds this trust and may be at risk of misusing their power over a young person, quite unaware.

Abuse can be any of the following:

Physical Abuse

When adults or other young people deliberately inflict injuries on a young person, or knowingly do not prevent such injuries. It includes being kicked, punched or hit. It also includes forcing a young person to train/compete beyond his/her capabilities.

Emotional Abuse

When adults persistently fail to show young people due care, love or affection, where a young person may be constantly shouted at, threatened or subjected to sarcasm and unrealistic pressures. It includes constant criticism, name-calling and ridiculing the young person.

Sexual Abuse

Where girls and boys are abused by both male and female adults, who use young people to meet their own sexual needs. This includes making sexually suggestive comments and touching in an inappropriate manner.

Neglect

Where adults fail to meet a young person's basic needs such as food, warmth, adequate clothing and medical attention. It includes exposing young people to undue cold, heat or unnecessary risk of injury.

Bullying

Where another young person uses deliberate, aggressive, hurtful behaviour, usually over a period of time, where it is difficult for those being bullied to defend themselves. It can include hurtful text messages, violence, tormenting, name-calling and the spreading of rumours.

Safeguarding the welfare of our young participants is paramount. Coaches and volunteers have a moral and at times legal responsibility to provide the highest possible standard of care to all young people involved in Triathlon and its associated disciplines.

3. Reporting procedures

Appendix J of the BTA guidelines provides a simple outline of the reporting process should anyone have a concern about the welfare of a child.

3.1. *Acting on Concerns*

It is **not** your responsibility to determine if abuse has taken place, however, it is your responsibility to act upon and report any concerns.

If you have any concerns regarding a young person or if a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them you should:

- React immediately
- Remain calm, so not to frighten or deter the young person
- Tell the young person that he/she is not to blame and that he/she was right to tell
- Make a detailed note of your observations and/or what was said exactly
- Contact the Club Welfare Officer immediately, if they are unavailable or part of the concern contact the British Triathlon's Lead Child Protection Officer
- You can use the 24 hour free telephone help lines for advice

NSPCC	0800 800 500
Childline	0800 1111

3.2. *Useful Contacts*

British Triathlon Lead Child Protection Officer	07739 526 562
NSPCC	0800 800 500
Childline	0800 1111
Local Club Welfare Officer	

Always remember, you are responsible for the welfare of young people in your care

4. Club Guidelines

Here are some practical ways for your organisation to help safeguard the children and young people who take part in your activities:

- Staff ratios
- Changing rooms
- Injuries and illness
- Collection by parents/carers
- Discipline
- Physical contact
- Sexual activity
- Participants with disabilities

For each of these topics, this section provides the recommended requirements for guidelines from the NSPCC Children in Sport Unit website.

From these specific PACTRAC practices will be developed for particular sessions.

4.1. Staff ratios

Requirement: *Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female staff should be available. Your sport's Governing Body will be able to give you specific guidance.*

4.2. Changing rooms

Requirement

- *When children and young people use changing rooms, they should be supervised by two members of staff. Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.*
- *If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.*
- *If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.*

4.3. Injuries and illness

Requirement:

Your organisation should have guidelines and report forms for any injuries children sustain during activities. Where staff witness an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible. You should always

ensure you have up-to-date contact details at sports activities or events and information about any relevant medical conditions.

4.4. Collection by parents/carers

Requirement: *Your organisation should develop and publicise policies about the collection of children and young people from sports activities. These policies should be based on the age of the children and the location, time and type of activity.*

Make sure you receive permission from parents/carers for children and young people to participate in any of the games, competitions, training or practice sessions you run. You should provide a timetable of activities at the beginning of the season. You should also notify parents/carers of any changes to this timetable in writing.

Late collection of children

Requirement: *Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Your organisation should develop written guidelines for parents explaining your policy for dealing with late collection of children.*

The guidelines should:

- *Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed.*
- *Include a staff contact number and an instruction to parents/carers to phone if there is any likelihood of late collection.*
- *Ask parents to provide an alternative contact name or number, for staff to use when they are not available on their usual number.*

In cases of late collection, staff and volunteers:

SHOULD

- *Attempt to contact the child's parent or carer on their contact number.*
- *Use the alternative contact name/number if necessary.*
- *Wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible;*
- *Remind parents/carers of the policy relating to late collection.*

SHOULD NOT:

- *Take the child home or to any other location;*
- *Send the child home with another person without permission from a parent or carer.*
- *Ask the child to wait in a vehicle or sport facility with you alone.*

4.5. Discipline

Requirement: *When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.*

Discipline should be used only to:

- *Develop a sense of responsibility for behaviour;*
- *Develop respect for others and their property;*
- *Reinforce the rules or values of the sport;*
- *Reinforce positive behaviour or attitudes;*
- *Reinforce awareness of health and safety aspects of the activity.*

4.6. Physical contact

Requirement: *Many sports require a degree of physical contact between sports staff and children or young people. Coaches and staff may need to use it to instruct, encourage, protect or comfort. Your organisation should develop and publicise clear guidelines about physical contact, so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts.*

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- *Develop sports skills or techniques;*
- *To treat an injury;*
- *To prevent an injury;*
- *To meet the requirements of the sport.*

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

The contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others. All injuries should be fully recorded by staff.

4.7. Sexual activity

Requirement:

Within sport, as within other activities, sexual relationships do occur. All sports organisations should therefore be aware of the law relating to sexual behaviour and should develop and promote guidelines relating to sexual activity. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities or social activities organised by the club/organisation. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the sports governing body guidance.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult

should lead to suspension and disciplinary action in accordance with the sports governing body guidance.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it.

4.8. Participants with disabilities

Requirements

- *Children or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe. Their particular vulnerability to abuse or neglect requires sports clubs/organisations to take additional steps to safeguard them.*
- *Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.*
- *Specialist training or advice should be sought by clubs/organisations that involve children/young people with disabilities in sport. For example, when staff need to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.*
- *When transporting child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.*
- *When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.*

5. Updates and change control

These policies will be approved by the committee, including the Club Welfare Officer, and published on the club website.

These policies will be updated by the committee on the recommendation, and in consultation with the Welfare officer

The policies will be reviewed at least annually, to ensure compliance with current rules, BTA guidelines and legislation.

Appendix A: PACTRAC Club Welfare Officer Job Description

(This description is adapted from the BTA job description)

Description

It is recognised that this is

- a) a voluntary post
- b) will be supported by the BTA Club welfare officer

The protection and support of young people in Triathlon is of paramount importance to the BTA and PACTRAC. The Club Welfare Officer will, therefore, act as a first point of contact for any person in the club level who has a concern about child welfare and protection.

They will assist the Club in developing and promoting a young people focused and friendly environment.

Core Areas of Knowledge

- Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child protection, such as children's social care, Police and the NSPCC.
- Understanding of local procedures for reporting child protection concerns to the statutory agencies.
- Familiarisation with the *British Triathlon Child Protection Policy and Procedures* and knowledge of how to put this into practice in relation to young people in the Club.
- Awareness of equity issues within the context of child protection.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse.

Core Skills and Abilities

- Administer/organise paperwork and record information received.
- Act as a local source of advice on child protection matters.
- Support the interests of young people within PACTRAC.
- Communicate with others.

Core Tasks

- To help safeguard young people by the promotion and implementation of the *British Triathlon Child Protection Policy and Procedures* at a Club level.
- To be the first point of contact in the Club for the reporting of child welfare and protection concerns.
- To assist in the raising of awareness of others in Triathlon and its related recognised disciplines at a Club level in respect of child protection.
- To be the source of advice and information on child protection at a Club level.
- To become a Club Committee Board Member.
- To uphold confidentiality, as far as is practically possible, in all child protection matters.