



Welsh Triathlon Safeguarding and Protecting Children Reporting Procedures

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Approved by:	Martin Kitchener Chair of the Board	Date: 12 th January 2022



Introduction

Welsh Triathlon provides the following Safeguarding reporting procedures for you to follow should you have a concern, or someone raises concerns with you, regarding a child.

If you know or suspect that a child is in immediate danger or requires medical attention, or you suspect that a crime has been or is being committed, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 or email help@nspcc.org.uk. After reporting the matter to the emergency services or NSPCC you must also inform the Welsh Triathlon Lead Safeguarding Officer.

It's important to remember that the welfare of a child is paramount. However, it's not your responsibility to decide whether or not a child has been abused, but to report concerns appropriately.

If you know or suspect that a child is not in immediate danger but is suffering significant harm, you should report the concern using the Welsh Triathlon Safeguarding incident report form in Appendix A to either your Club Welfare Officer or the Welsh Triathlon Lead Safeguarding Officer using the following contact details:

Welsh Triathlon Lead Safeguarding Officer

07587 038156 | welfare@welshtriathlon.org

All staff and volunteers have a role and responsibility for the safety and wellbeing of children.

In particular, you must:

- Recognise - Be able to identify abuse and neglect and raise a concern.
- Respond - Reassure the child, tell them what you will need to do.
- Record - Who, what, where, when - make sure you write down what you see, hear or are told (separating fact from fiction). Keep your record safe and maintain confidentiality.
- Refer - Your concerns to the Welsh Triathlon Lead Safeguarding Officer or your Club Welfare Officer if either you recognise or suspect abuse and neglect, or you are responding to an allegation from or about a child. If a child is in immediate danger, call the police on 999.

Sharing the right information, at the right time, with the right people, is fundamental to good practice in safeguarding and protecting children.

Recognise

For more information on recognising abuse please see our document titled:
What is abuse and how to recognise it?

Respond

When responding to an allegation of abuse made against a child, it's important to consider the needs of everyone involved.

If you receive a disclosure relating to a child's welfare or wellbeing the key things you should do are listed below.

Things you should do:

- Reassure the child that they've done the right thing by telling you about it.
- Listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying.
- Use non-judgmental language.
- Remember that a child who is telling you they've abused someone else is a child in need of support.
- Tell them that you now have to do what you can to keep them and the other children involved safe.
- Explain what you are going to do next and that you will need to speak to other people who can help.
- Reassure the child that they can get help to change their behaviour and move forward with their life.
- Take all concerns seriously.
- If it does not stop the child from disclosing, try to have another person listen to their disclosure with you.
- Stay calm - ensure the child is safe, feels safe and is not in danger.
- Avoid showing your emotions if you are upset, disgusted or in disbelief of what you are being told.
- Don't make assumptions or judgments about what you are being told.
- Show and tell the child that you are taking what they say seriously.
- Reassure the child that they are not to blame.
- Be careful about physical contact, it may not be what the child wants.
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse and advise them that you cannot keep this information confidential, and never promise them that you can.
- 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 keep the disclosure confidential at all times, this information must only be shared with your Welsh Triathlon Lead Safeguarding Officer, your Club Welfare Officer and others on a need to know basis and you must ensure 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.
- While responding to the concern ensure that any other children that you have responsibility for are being appropriately supervised.
- If the matter is urgent and relates to the immediate safety of a child then contact the emergency services immediately.
- Make a note of what the child has said using their own words as soon as practicable, complete an Incident Form and submit to the Lead Safeguarding Office for Welsh Triathlon or your Club Welfare Officer.

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.

You should never:

- Confront the alleged abuser.
- Rush into actions that may be inappropriate until you have considered the information and shared it appropriately.
- Make promises you cannot keep (eg. you won't tell anyone).
- Ask leading questions.
- Take sole responsibility, always follow the club's guidelines, or Welsh Triathlon's if the club does not have any. Consult someone else (ideally the designated Lead Safeguarding or Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child 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 safeguarding children 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.

Record

Use Welsh Triathlon Safeguarding incident report form in Appendix A.

The form sets out all the information you need to include, but if you do not have the form to hand you should include the following information:

- Date and time of incident.
- 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.
- 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.
- Full details for the person about whom 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.
- Nature of incident, complaint, or allegation.
- Action taken.
- If Children's Social Care or the Police have been contacted, name, position and telephone number of person handling case.
- Name, organisation and position of person completing report.
- 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 person completing the report).

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 statutory services, 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.

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, only the Club's Welfare Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the Welsh Triathlon Lead Safeguarding Officer should be informed.

If the alleged abuse took place outside the sport, the Local Authority 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.

Refer

It is important to remember that it is the responsibility of everyone within triathlon to report cases of child abuse or concerns but it is not your duty to determine if abuse has taken place; this should be left to professionals to consider the information and conduct enquiries.

If you think a child is in immediate danger or requires medical attention, or you suspect that a crime is being committed, you should call the emergency services on 999. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and/or you are told about possible or alleged abuse, poor practice, or wider welfare issues you must report these concerns using the Welsh Triathlon Safeguarding incident report form in Appendix A to either your Club Welfare Officer or the Welsh Triathlon Lead Safeguarding Officer using the following contact details:

Welsh Triathlon Lead Safeguarding Officer

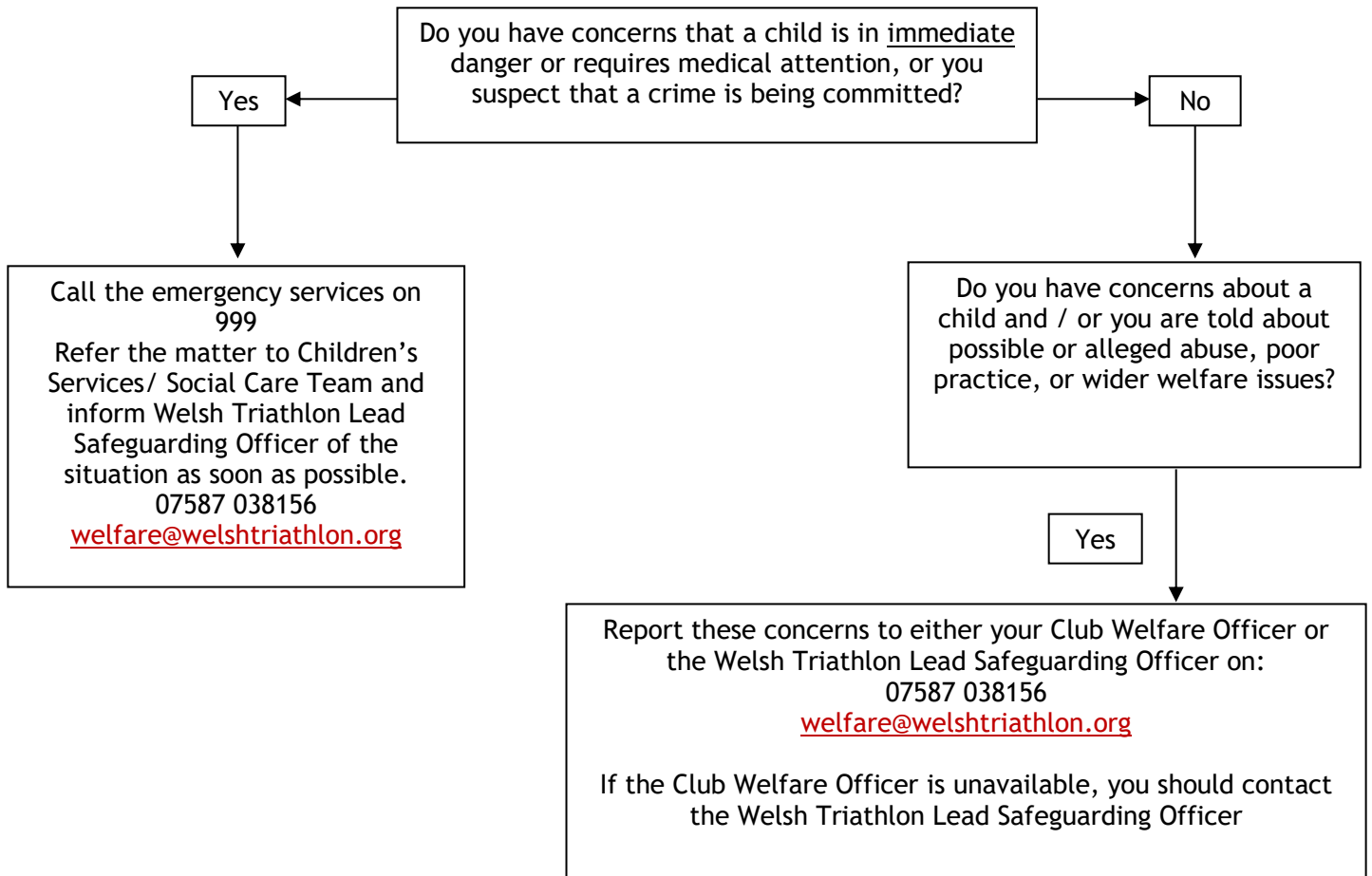
07587 038156 | welfare@welshtriathlon.org

If the Club Welfare Officer is unavailable, you should contact the Welsh Triathlon Lead Safeguarding Officer direct on welfare@welshtriathlon.org

If a club 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 Welsh Triathlon Lead Safeguarding Officer as soon as possible for guidance and support.

Welsh Triathlon's Safeguarding Reporting Flowchart

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



Concerns for a child outside of a triathlon club

Many adults in sport develop positive relationships with children and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a child 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.

If you think a child is in immediate danger or requires medical attention, or you suspect that a crime is being committed, you should call the emergency services on 999. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and/or you are told about possible or alleged abuse, poor practice, or wider welfare issues you must report these concerns using the Welsh Triathlon Safeguarding incident report form in Appendix A to either your Club Welfare Officer or the Welsh Triathlon Lead Safeguarding Officer

Non-recent abuse in sport triathlon club

Putting procedures in place

All allegations of non-recent abuse should be reported to the statutory authorities. In some circumstances, a referral may have already been made to children's social care and further allegations made.

As with any allegation, it's important to reassure survivors that they will be listened to and to inform them of the support available from agencies such as NAPAC.

When receiving information about non-recent abuse, staff or volunteers should seek to obtain where possible the following:

- Name and contact details of the person making the allegation, considering if the individual wishes to remain anonymous.
- Name of the individual who the allegation is about and any other identifying information, including location.
- Name of any children or other victims involved date and time of when the abuse occurred.
- Key information about the nature of the non-recent abuse allegation.
- Establish, where possible if the alleged perpetrator is still working with or caring for children establish whether other agencies are involved.

Breaches of this Policy and/or Safeguarding Procedures

Welsh Triathlon will take Safeguarding Disciplinary Action where an organisation / person over whom they have jurisdiction is found to have harmed the safety and/or welfare of a child in triathlon, or whose conduct (whether in triathlon or not) is deemed to pose an actual or potential risk of harm to the safety and/or welfare of a child in triathlon.

All breaches of this policy will be taken extremely seriously and may result in dismissal, prohibition from attending or participating in British Triathlon, Triathlon England, Triathlon Scotland or Welsh Triathlon governed activities and/or legal action. Breaches will be managed by the British Triathlon, Triathlon England, Triathlon Scotland or Welsh Triathlon Safeguarding Case Management Groups, and may use Sport Resolutions as an independent body if required.

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.

You may find the following information sources useful:

NSPCC Helpline

24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse. 0808 800 5000

Careline

Confidential crisis telephone counselling service for children, young people and adults. 0208 541 1177

The Samaritans

Nationwide, non-religious, non-political 24 hour confidential support. 08457 90 90 90
www.samaritans.org.uk

Information sharing

To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

What information to share

Whenever Welsh Triathlon receives information that raises concerns about a child or children, decisions need to be made about information sharing. This could include:

- Concerns about a child received within or outside our sport.
- Concerns about a person in a position of trust, such as a coach - this could include information on a Disclosure & Barring Service (DBS) check.
- Concerns about a member of a triathlon club.
- Concerns about a sports environment, such as an event location or hosting arrangements.

Key principles for deciding what to share

The Government guidance, Information sharing advice for safeguarding practitioners, describes the '7 Golden Rules' of information sharing:

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- Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk.
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Who to share information with

Part of the decision-making process will include consideration about who to share information with. This could include:

- Statutory organisations - the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations - informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation - this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

Whistle blowing

The Welsh Triathlon Whistle Blowing Policy can be found [here](#)
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 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 our sport and all clubs where individuals can raise concerns about unacceptable practice and misconduct in a safe environment.



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 will be 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.

Appendix A

Welsh Triathlon Safeguarding incident report form

Your name:	Name of organisation/club:
Your role:	
Contact information (you):	
Address:	Postcode:
Telephone numbers:	Email address:
Child's name:	Child's date of birth:
Child's gender:	
Male	
Female	
Non-binary	
Parent's / carer's name(s):	
Contact information (parents/carers):	
Address:	Postcode:
Telephone numbers:	Email address:
Have parent's / carer's been notified of this incident?	
Yes	
No	
If YES please provide details of what was said/action agreed:	
Name of club Welfare Officer (if different from person completing the report)	
Name:	
Telephone number:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
Responding to my own concerns	
Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
Name:	
Position within the sport or relationship to the child:	
Telephone numbers:	Email address:
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

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<p>Please provide any witness accounts of the incident:</p>

<p>Please provide details of any witnesses to the incident:</p> <p><i>Name:</i></p> <p><i>Position within the club or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>
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<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p><i>Name:</i></p> <p><i>Position within the club or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i> <i>Postcode:</i></p> <p><i>Telephone number:</i> <i>Email address:</i></p>

<p>Please provide details of action taken to date:</p>
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<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
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<p>If YES please provide further details:</p> <p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>

Your Signature:		Print name:	
Date:			

This form should be copied, marked 'Private and Confidential', to the Club Welfare Officer and /or Welsh Triathlon Lead Safeguarding Officer, either by email to welfare@welshtriathlon.org or by post to Lead Safeguarding Officer, Welsh Triathlon, Sport Wales, Sophia Gardens, Cardiff, CF11 9SW

