



British Triathlon ("BTF"), Home Nation Associations and Mid Sussex Triathlon Club ("MSTC") are committed to creating and maintaining a safe and positive environment for all young people to take part in triathlon. MSTC adopt and adhere to British Triathlon's 'Safeguarding and Protecting Children Policy' (March 2016) for junior training sessions (participants aged 8 - 15 years).

Key aspects of the BTF policy which are applied to the delivery of MSTC juniors' sessions are set out below.

1. SWIM POLICIES AND PROCEDURES FOR JUNIOR ATHLETE SESSIONS

1.1. CHANGING ROOM POLICY

If a child is expected to need additional help with changing then it is recommended that the parent/guardian should remain to provide their child with help in the changing room. In these circumstances, the parent/carer must be the same gender as the child unless there is access to a family changing room or the venue has village changing facilities.

Separate changing facilities should be provided for male and female participants. Coaches, helpers and parents should avoid being in the changing rooms whilst the athletes are changing, unless their child needs assistance changing.

1.2 SWIMMING ETIQUETTE

There will be no adults permitted to swim during junior swim sessions. If the junior sessions ever take place in a public pool then the lanes will be separated from the other swimmers by lane ropes and coaches will ensure that no public swimmers stray into the coached lanes.

1.3 SAFETY

Current swim coach to athlete ratios will not be exceeded at any junior swim session and in most cases the number of athletes per coach will be a lot lower than the maximum permitted. The current ratios are: Level 1 coach to 8 athletes and Level 2 coach to 16 athletes.

A lifeguard will always be present in the pool once the doors are unlocked until the doors are locked on leaving. The number of swimmers will not exceed 25 per lifeguard in place.

2. LATE COLLECTION OF CHILDREN

When athletes are registered for junior triathlon sessions a contact should be taken who should be contacted if there is a delay in collecting a child. The contact will be responsible for determining the course of action to be taken for example if another club member could take their child home. If the primary contact is unavailable then the emergency contact should be contacted and emergency contact details must be given for every athlete attending.

Club Coaches and officers should avoid:

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

- Allowing the child to leave with another club member without permission

If any athletes remain at the end of the training session then at least two coaches/volunteers should stay with the uncollected children.

If athletes are travelling to and from training sessions on their own, or with club mates, then the parent is required to notify the club of this.

No children under 16 will be left on their own and none will be allowed to leave on their own without parental permission being supplied to the coaches.

3. MISSING CHILDREN

If a child goes missing during the training sessions or at an organised club event it is important that they are located as soon as possible. Action to be taken by the lead coach in the event of a missing child is as follows:

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

4. OVERNIGHT STAYS

No overnight stays will be carried out with athletes under 16. If in the future any overnight stays are planned then a policy will be developed in line with British Triathlon best practice.

5. CHALLENGING BEHAVIOUR

It is likely that at times coaches, volunteers or helpers may be required to intervene when a child is demonstrating challenging behaviour. The following guidance aims to outline good practice

and provide strategies and sanctions which could be employed as well as those that should be

avoided.

- The welfare of the child should be the priority at all times
 - Children should not be subjected to harmful, abusive or humiliating behaviour •
- Recognise that the challenging behaviour may be as a result of a specific circumstance, such as a medical condition or being a victim of abuse
- Where possible the child should be allowed to continue with the training and only in exceptional circumstances should a child be barred from taking part.

All athletes will be expected to sign up to the code of conduct before they begin training with the club. If any athletes behave in an unacceptable way then the following responses are recommended:

- Reinforce positive behaviour – highlight children that are behaving well and ensure they are praised and receive more attention than the bad behaviour
 - Try to engage the child more in the activity taking part –ask for their suggestions •
- Encourage the child to make amends for their actions
- Speak to the child on their own, preferably when the other children are occupied elsewhere •
- Make the child take a time out
- Increase the level of supervision for the activity
 - Consider temporary or permanent exclusion if the child's actions are extreme and are posing a risk to themselves or others
 - Discuss the unacceptable behaviour with the child and their parent/carer and develop an agreement stop it recurring
 - Impose other sanctions

The following actions are not acceptable and should never be employed:

- Threatening physical punishment
- Refusing to communicate with the child
- Intimidation or humiliation

Physical intervention should not be used unless it is vital to prevent a child injuring themselves or others. Physical intervention should be a conscious intervention and should not be a reaction to the behaviour. The physical intervention should only be employed after the coach/officer has asked themselves if it is the only option available before intervening. If the physical intervention is deemed appropriate, then the following should be considered:

- The intervention should be completed in a way which is the least restrictive and does not hurt the child/young person
 - Will the intervention achieve an outcome in the best interest of the child/young person? •
- Use the smallest amount of force for the intervention for the shortest duration possible. •
- Ensure that the child/young person is not touched inappropriately
- That it is not used as a punishment
 - That pain is not being inflicted

Any physical interventions should be recorded and passed to the Club Welfare Officer (JAdam Bryant) as soon as possible.

The child/young person should be given the opportunity to speak to another coach or volunteer about the intervention afterwards and should be asked if they are ok to continue with the session.

The parent/carer of the athlete should be informed at the end of the session and an action plan to manage the athlete's behaviour should be created.

6. MANAGING BULLYING

All athletes will sign up to a code of conduct which will inform them that bullying will not be acceptable at any Mid Sussex Triathlon events or training sessions.

If any athlete complains of bullying or any coaches witness any bullying then the club welfare officer should be informed at the earliest opportunity and they will make sure that the bullying is dealt with appropriately in accordance with British Triathlon guidance/policy.

Physical intervention will only be used in the extreme circumstances detailed

above. Bullying can take many forms such as:

- Emotional
- Physical
- Racism
- Sexual
- Verbal
- Cyber

Bullying may occur for a number of reasons but it must be clear to both coaches and athletes that it will not be tolerated at our training sessions and will be referred to the club welfare officer. If an agreement cannot be made between the parties then the club committee will consider all the information that is available and agree a course of action which may result in the exclusion or one or both parties from future sessions.

Signs and symptoms of bullying that coaches and volunteers should be aware of are:

- Individual no longer wants to attend club events or training sessions
- Is afraid of walking to or from training sessions
- Becomes withdrawn or demonstrates a lack of confidence
- Demonstrates a dip in training or race performance
- Attempts suicide or runs away
- Repeatedly asks for money or starts to steal money
- Has unexplained injuries
- Starts to become aggressive, disruptive or argumentative
- Starts to bully others
- Doesn't want to talk about behavioural changes
- Appears nervous when using the internet or their mobile phone

Separate guidance is offered for coaches who coach junior athletes. All coaches who attend a junior triathlon training session will be sent a copy of the 'guidance for coaches' set out in British Triathlon's 'Safeguarding and Protecting Children Policy' and will be asked to confirm that they have read the guidance and will adhere to it.

All coaches and volunteers to the junior training sessions and events will be required to complete a form which will set out the basic safeguarding information. They will be required to apply for DBS disclosure, if necessary, before they attend the sessions.

All athletes will be required to complete a code of conduct prior to training and to complete an application form showing any additional requirements that they may have and emergency

contact details.

SIGNED: [C Walton](#)

DATED:

November 2023