



# Fusion Triathlon Club Junior Parent Guide

## Preparing for Junior Sessions

### Information about your venue

Fusion's Junior Sunday sessions are run out of Bellahouston Leisure Centre, perhaps the best location in Scotland for junior training, with a 6 lane 25 metre pool with anti-turbulence ropes, multiple indoor sports facilities with secure changing and storage facilities. For cycling and running, we use the Bellahouston Park safety cycle centre as well as the surrounding park, offering miles of closed road cycle routes and brilliant run routes.

### Child details

Please complete an emergency contact form for each child and bring it on the first day they attend. This form contains all of the vital information for safety and welfare including all of the necessary emergency contact information and medical details. Fusion Triathlon Kids Sunday sessions are for 8-16 year old children. Kids turning 8 within the year, we will consider on an individual basis, primarily on their athletic experience and ability.

### What happens at the start and the end of each session

- On the first day please provide your completed Emergency Contact Form(s)
- At the beginning of the session, please sign in and pay for the child's attendance to the lead coach
- Please respect our session times and deliver and collect your children promptly.
- Arrive with all the clothes suitable for triathlon activities – See kit list provided

### You won't need

- Cameras, Computer Games, MP3 players.
- Valuable watches/jewellery.

## Quality & safety

Our sessions are safe and secure. Run by Fusion Triathlon Club, with access to the best coaches in Scotland qualified in triathlon coaching.

Our coaches also attend comprehensive training programmes that may include:

- Supervision of children.
- Child protection.
- First aid.

### Staff selection policy

All coaches must:

- Provide professional and personal references.
- Have coached children and groups before either with Fusion or other sports
- Be registered/cleared with the Disclosure Scotland and PVG checked where applicable (As of February 2012, all our coaches have been through a Disclosure Scotland or PVG check via their places of work or through other coaching, but some have not been able to be PVG checked due to the scheme timescales and their prioritisation rules- if this is a problem, please contact us) We hope to have everyone PVG checked very soon.

### Insurance

All of our sessions have public liability insurance cover via Triathlon Scotland insurance and/or personal coaches insurance. More information can be provided on request

### Groups

The experience and safety of every child attending our junior sessions is of paramount importance to us.

Although Ofsted provide supervision guidelines of a supervision ratio for children aged 8+ to be 1:16, we are committed to providing more supervision at our sessions. We will always endeavour to provide a ratio of at least 1:12 in terms of qualified coaches to juniors.

### Lost property

Due to the nature of the activities, we recommend that your children do not wear their best or most expensive clothing at sessions. We cannot guarantee the return of lost property, but

we endeavour to return items that are clearly labelled with your child's full name. In most cases, lost property will be left at the venue for ease of collection.

## Weather Conditions

When the weather is particularly warm the following precautions must be taken:

- If there is any possibilities of sunburn or sunstroke please ensure that the children wear adequate protection i.e. hat and sun cream of the correct factor. Ideally all-day protection should be used with young children so that there is less need for them to re-apply during the day.
- Children must have enough to drink for the whole day. This problem is made more acute as the children are participating in sport. Drinking water will be available.

When the weather is particularly cold or wet the following precautions must be taken:

- If there is any possibility of cold and wet weather, please ensure that the children wear adequate warm and/or waterproof outerwear. Gloves, hats and extra layers are essential, please make sure your child is suitably equipped with the right clothing
- If weather does not allow us to participate in activities outside, we will then move indoors to keep the children safe and warm.

## Child protection statement

We acknowledge that all children have a right to grow up in an environment that is not abusive. We are aware that child abuse can occur to children of both sexes, at all ages and in all cultures, religions, social classes and to children with and without disabilities.

We have adopted the Child Protection Policy of Triathlon Scotland and details can be found on their website, <http://www.triathlonscotland.org/welfare>

## Equal opportunities statement

We welcome children of all religious beliefs, faiths, cultures and abilities and believe that each child attending our session-s of equal value. The activities that we run strive to provide equal opportunities for all the children whatever their race, religion, language, culture, gender, health, disability, personality or lifestyle - according to the framework laid down by the following acts:

- Sex Discrimination Act (SDA) 1975
- Race Relations Act (RRA) 1976

- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- Equal Pay Act 1970 (amended 1983)

Education and understanding of other people's needs and backgrounds will be fostered to promote positive behaviour and attitudes. Discriminating behaviour, attitudes and comments will be challenged, regardless of whether they are from children, coaches or parent/carers. We will regularly review our policy and amend it where necessary.

## Bullying

If a child feels that they are being bullied then they are encouraged to report this to their ~~Lead~~ Coach. Once a coach has been informed they will report the incident to the Lead Coach immediately who should then discuss the matter with the child and with their Coach. If the Lead Coach feels that there is a legitimate complaint they will then need to discuss the matter with the person being accused of bullying. It is worth bearing in mind that the bully may have problems of their own which are resulting in this behaviour and need to be dealt with sensitively and fairly. There may be reasons for their bullying but there are no excuses for such behaviour. If we are convinced that bullying has taken place then we will decide what action is appropriate. In a serious case we may need to consider the removal of the bully from the session.

## Behaviour policy

### Expected behaviour from children

- Show respect for all children at sessions, treating them as they would wish to be treated.
- Swearing, abusive and hurtful language is not acceptable. Aggressive behaviour or violence cannot be tolerated.
- Show respect for all personal property and the facilities.
- Show respect for all coaches. Listen to and follow instructions of the coaching team.
- One child's behaviour will not be allowed to endanger the other children in the group by absorbing or distracting the supervising staff.

## Parent responsibilities

We would expect you to inform us both verbally and via the Emergency Contact Form of any potential behaviour issues that would help us deal with your child whilst at sessions. You should be aware of the expected behaviour when your child attends sessions. We would expect you to support action taken by staff to encourage good behaviour.

## Staff responsibilities

- To treat all children fairly and recognise that each is an individual.
- To protect children's self-esteem and develop them.
- To provide a challenging, relevant, appropriate and fun day.
- To be clear about the rules and use sanctions consistently. No physical punishment will ever be used.
- To be a good role model.
- Not to use any form of physical intervention, e.g. holding, unless it is necessary to prevent personal injury to the child, other children, an adult or serious damage to property.
- Any significant incident of unacceptable behaviour is recorded and the parent informed of the incident on the day.

Parents may be involved in a clear behaviour management procedure:

Initially the Lead Coach will try to deal with the situation.

If unsuccessful: Parent/carer will be involved. If the parent/carer does not come to collect the child, a note will be given to them requesting that the parent/carer sees the Lead Coach in the morning.

If unsuccessful: The Lead Coach will consider suspending the child after consultation

## Sick child policy

Parents/carers are ultimately responsible for determining their child's ability to actively participate in the daily activities.

## Concerns and complaints policy

All complaints, however serious, should always be referred to our Lead Coach and will be logged on an Incident Form. If this route of communication is not appropriate then please contact our Chairperson on 0773 630 0761. If the concern or complaint involves the lead coach then contact one of the other coaches, the club Chairperson or the club Welfare Officer using email [welfare@fusiontriathlonclub.co.uk](mailto:welfare@fusiontriathlonclub.co.uk).

## Uncollected/Lost child

There are a number of reasons why a child may remain uncollected at the end of the session, perhaps if a parent is delayed or confused about who is collecting or about the time of collection. Should this occur then the following action will be taken:

- We will attempt to contact you using the child details information.
- At least two adults will remain with the child until collected.
- We will not allow the child to return home alone or with an unauthorised adult unless we have your permission.
- Upon collection we will politely ensure that the parent understands the procedures.
- We also have procedures if a child is lost on the session so please contact us should you require a copy.

## Contacting parents or carers

Parents will be contacted under the following circumstances:

- Serious injury such as a broken or suspicion of broken bone.
- If the child is unable to participate due to serious illness or a toilet accident.
- If a child is seriously upset about being at a session.
- Bang to head that may result in concussion.
- Any situation resulting in a hospital visit.
- Serious behaviour problem.
- If the child is found not to have brought the appropriate kit for participating