



Welfare Policy; Child & Vulnerable Adult
Protection policies and procedures

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1. Policy Summary

Children have a lot to gain from sport, their natural sense of fun and spontaneity can blossom in a positive environment. Sport provides excellent opportunities for them to learn new skills build confidence, self esteem and maximise their potential. The welfare of children is everyone's responsibility especially when it comes to protecting them from abuse.

Children are the future of our sport, by encouraging and safeguarding them we invest in the development of triathlon for years to come.

2. Equity, Ethics and Athlete Welfare links

Fusion Triathlon Club aims to ensure that all people irrespective of age, gender, race, disability, ethnic origin, creed, colour, social status, religious belief or sexual orientation have a genuine and equal opportunity to participate in triathlon at all levels of performance and in all roles.

Everyone involved in triathlon is entitled to access an enjoyable and safe environment and to have a chance to experience the excitement, challenge and achievement inherent to the sport. To ensure this Fusion Triathlon Club will develop policies and procedures which enable individuals to comply with codes of good practice. Monitoring and evaluation of the impact of these policies will inform further development.

As part of the ethos of a modern sport Fusion Triathlon Club aims to develop an awareness of child and vulnerable adult protection "in the round". The positive gains from equitable practice and investment in welfare reflect in greater quality assurance, better human resources management and robust ethical practice. Besides the legal and moral obligations, attention to these areas may reflect in both statutory and sponsor funding by our projection as a marketable commodity.

3. Definitions and abbreviations

Throughout this document the following definitions and abbreviations will be used;

Child	A child is a person under 16 years of age.
Young person	A young person is an individual under 18 years who is no longer a child.
Vulnerable adult	A vulnerable adult is a person over 18 years of age who is recognised by virtue of either physical or mental handicap or impairment to be at potential risk of abuse.

From legal frameworks and in common with accepted good practice, this policy refers to all three groups with equal regard. Throughout the policy the term “child” is used as a generic for all 3 groups.

triathlonscotland (TS)	The national governing body (NGB) for triathlon in Scotland.
British Triathlon Federation(BTF)	The NGB for triathlon in England, Wales and Northern Ireland.
British Triathlon Coach Education (BTCE)	The coach education arm of the BTA, with U.K. wide course provision.
sportscotland	The national agency for sport in Scotland
children 1 st	(Formally the Royal Scottish society for the prevention of cruelty to children). The Scottish national child protection charity.

Protection of Children (Scotland) Act 2003, (POCSA) Legislation which sets out changes in Disclosure checking of applicants to organisations and establishes the Disqualified from working with children list (DWCL), to be maintained by the Scottish “Ministers”, civil servants within the executive.

Childcare position	As intimated in above act a childcare position covers any position where the normal duties include the care, teaching, coaching or supervision of children. This description is purposefully broad.
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Director of welfare (DoW)	National executive director of triathlonscotland with responsibility for welfare, equity and child protection. Formerly child protection officer of triathlonscotland .
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Club Welfare Officer (CWO)	A committee member of affiliated clubs with responsibility for child protection and welfare at the club.
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Parent / guardian / carer	Any individual who has legal parental responsibility for a child.
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The term ‘parent’ is used throughout the document as a generic.

triathlon scotland member	Any member, officer, volunteer, manager or coach, salaried or otherwise.
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Affiliated clubs	All triathlon clubs with TS affiliation.
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Disclosure Scotland	The body handling information requests for the Criminal Records Bureau (Scotland). Requests for positions designated as “childcare” on the application form are also cross referenced for information held by Police forces and Social Work depts not resultant in a criminal conviction
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4. Objectives, Responsibilities & Principles

Fusion Triathlon Club fully accepts it's legal and moral obligations in providing a duty of care, to protect children and safeguard their welfare. In pursuit of this Fusion Triathlon Club adhere to the following;

The welfare of children is paramount

All children who take part in triathlon should be able to do so in a fun and safe environment.

Fusion Triathlon Club recognises that children with disabilities may be particularly vulnerable and require special care.

Fusion Triathlon Club will take all reasonable practical steps to protect children from harm, discrimination, degrading treatment and respect their rights, feelings and wishes.

All suspicions and allegations of poor practice or abuse will be taken seriously, responded to swiftly and appropriately and Fusion Triathlon Club will implement suspension, disciplinary and appeals procedures as suitable.

As a TS affiliated club Fusion Triathlon Club will sign up to the TS good practice and child protection policies that clearly state what is required of them.

All employees / volunteers are carefully selected, informed about their responsibilities and provided with guidance and training in good practice and child protection.

Policy and procedures should protect children from potential abuse and minimise the risks of false allegations against employees / volunteers.

High standards of behaviour and practice are demanded through compliance with TS and BTCE codes of conduct for coaches, managers, officers and volunteers.

Everyone knows their responsibilities and works together: parents, triathletes, coaches, officials, managers and volunteers.

It is everyone's responsibility to report concerns about abuse and the duty of statutory bodies (Police and Social Services) to investigate where appropriate.

All personal data will be processed in line with the requirements of the current Data Protection Act.

5. Recruitment, Training and Selection

All reasonable steps must be taken to ensure that unsuitable people are prevented from working with children. To ensure this the following steps should be taken when recruiting paid staff or volunteers in any “childcare” position.

Draw up a job description identifying the roles and responsibilities of the position.

A person specification should clarify the required and recommended skills and qualities of the applicant.

- 5.1 All forms of advertising recruiting individuals to positions with regular contact with children should include the aims of Fusion Triathlon Club and details of its open and positive stance to good practice and child protection.

- 5.2 Additional pre-application information should include;
An application form
A self-declaration form
Information on Fusion Triathlon Club and where appropriate the particular programme details.

- 5.3 Applications, all applicants must complete a form and self disclosure including the following:

Name, address and National Insurance number (to confirm their identity and right to work).

Relevant experience, qualifications and training undertaken.

Listing of previous career or involvement in sport, (to confirm experience and identify any gaps).

Any criminal record.

Whether applicants are known to any Police force or Social Work Dept as an actual or potential risk to children.

Self disclosure question to establish whether they have ever had any action taken against them in relation to child abuse, sexual offences or violence.

Applicants must consent to abide by Fusion Triathlon Club / BTCE / TS codes of conduct relevant to the position sought (e.g. coach, team manager, CPO).

A statement explaining that failure to disclose information or subsequent failure to conform to the code of conduct will result in disciplinary action and possible suspension from Fusion Triathlon Club.

The purpose of the self-declaration form is collect information on criminal behaviour relevant to the position. The form is requested in a separate sealed envelope and is not opened until the candidate is selected for interview. If the applicant is not short-listed then the envelope is returned **unopened** to them.

Additional self-disclosure information for applicants, any individual on the Disqualified from Working with Children's list who applies for a position (salaried or otherwise) in a child care role commits a criminal offence under PoCSA 2003. Fusion Triathlon club are obliged to comply with this act and will provide this information in pre application packs and on advertising relating to positions.

5.4 Disclosure Scotland checks and references.

Under PoCSA 2003(from 14.4.05) it is an offence for any organisation to appoint a DWCL individual to a child care position. (New appointees) Fusion Triathlon Club will avoid criminal liability only by carrying out disclosure checks prior to appointment for child care positions.

Disclosure Scotland checking requires the prospective post holder to complete and submit a Disclosure Scotland application form with the results being returned to the TS secretary and a copy being sent to the applicant's postal address.

As an affiliated club, Fusion Triathlon Club will organise disclosure checking through **triathlonscotland** prior to appointment.

Retrospective checking of all **existing** (prior to 14.4.05) personnel will be rolled out on an agreed timescale and repeated at periodic intervals.

n.b. The legislation deferred the timescale for those currently in child care positions indefinitely. The cycle for re-checking has been suggested at 3 years by some lead sports and advisors in good practice and child protection.

A minimum of two written references should be taken up and at least one should be associated with previous work with children. If an applicant has no experience of working with children then training is strongly recommended (see section 5.6)

Written references should always be followed up and confirmed by telephone.

If there are any concerns over information on an application form or from referees then advice should be sought from the **triathlonscotland** DoW or executive.

As recommended by Disclosure Scotland (Protecting the vulnerable by safer recruitment, 2002) and required by PoCSA, 2003 the following types of checks are required for positions in contact with children; standard or enhanced.

It is important to note that Disclosures are only a part of effective recruitment measures, a clear Disclosure does not in itself confirm that the individual is suitable to work with children and it is important to follow up on other practices such as references, interviews, qualifications checks, staff supervision in probation period and monitoring performance on an ongoing basis.

5.5 Interview and Induction

All employees (and where possible volunteers) will be required to undergo an interview to an acceptable schedule which may include requests for additional information to support the application.

All employees / volunteers should receive a formal or informal induction during which;

- DS checking, references, self disclosure and an application are completed,
- Their qualifications or training should be substantiated.
- Job requirements and responsibilities should be clarified
- They will sign up to Fusion Triathlon Club / TS / BTCE codes of conduct (as applicable) and agree to good practice in child protection procedures.
- Their child protection training needs will be confirmed (see section below)
- An assessment of their other training, aids, needs and requirements will be carried out.

5.6 Training

Those newly appointed to work with children will complete training over an agreed timescale in the following areas;

- Good Practice and Child Protection
- Working effectively with children (including presentation skills, developing child friendly resources and activities)

While checks are part of the process to safeguard children, training is required to help people to;

- Analyse their practice in relation to good practice in triathlon (related sports and other sectors) and ensure that it is likely to protect children, enhance children's experience of the sport and that it protects them against false allegations.
- Recognise their responsibilities and report concerns.
- Deal with disclosure
- Work safely and effectively with children

Fusion Triathlon Club specific requirements are;

- All employees / volunteers undergo DS checks and attend a recognised 3 hour workshop in good practice and child protection awareness.
- Facilitate the development of a positive culture towards good practice and child protection in triathlon.
- As a TS affiliated club, Fusion Triathlon Club will appoint a Club Welfare Officer (CWO) responsible for good practice and child protection (see appendices for job specification)

All personnel (coaches, team managers, medics, event organisers, parents, club officials, senior club members, junior club members) to receive advisory information outlining good practice and informing them what to do if they have concerns about the behaviour of an adult towards a child.
All coaches are strongly advised to gain a national first aid qualification.

5.7 Probation

Those newly qualified to work with children will complete an agreed period of probation on commencement of their role.

5.8 Monitoring and performance appraisal.

All employees (and volunteers where possible) will annually receive formal feedback through an appraisal at which there will be the opportunity to evaluate progress, set new goals, identify training needs and address any issues over poor practice.

Following junior camps or training events, all head coaches will be required to provide feedback on the event, the provision made to safeguard children and the practice of those involved.

All junior participants will be asked to submit anonymously a questionnaire with their perceptions of the event. These will be collected by a nominated attendee (nominated by the CWO), sealed in front of the group and returned to the CWO for club events and national events.

A parallel process is recommended for senior events.

5.9 Complaints, Appeals, Grievance and Disciplinary procedures.

Fusion Triathlon Club's complaints, appeals and grievance procedures will be used to deal with any formal complaints and or appeals, (see appendices). Guidance on these procedures will be available to all coaches, registered members and parents.

6.0 Members with specific child protection responsibilities

Members with specific responsibilities are DoW and CWOs.

- 6.1 The TS DoW is an executive director with lead responsibility for managing child protection issues within the NGB. Their main roles and responsibilities are listed in appendix 5.
- 6.2 The role of the CWO and a sample person specification are listed in appendix 6.

The above roles don't require them to be the recipients and solvers of all problems. Young triathletes will talk to the person with whom they feel most confident.

It is essential that someone in Fusion Triathlon Club takes on this role as outlined; this is a condition of continued club affiliation with TS.

If the club secretary is nominated then that is acceptable but TS needs to know of the club's decisions.

The CWO will be required to attend the 3hr "Good Practice and Child Protection" workshop and undergo Disclosure screening. TS will provide training and support and details will be sent to the nominated CWO. TS will require 2 signatures from the club to validate the person to whom the information should be sent.

7. Good Practice, Poor Practice and Abuse.

To provide children and young people with the best possible experience of triathlon and multisport it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

This ensures that triathlon makes a positive contribution to the development of young athletes, safeguards their welfare and protects against false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, whether intentional or not. It is not the responsibility of employees or volunteers to determine whether or not abuse is taking place but to act if they have concerns about a child.

This section explains what is meant by good practice, poor practice and gives some examples of possible indicators of abuse.

Guidance on how to act if you are concerned about poor practice or possible abuse is contained in section 9.

- 7.1 Good practice
Fusion Triathlon Club support and require the following good practice from staff, volunteers and members when in contact with children;

- Make sport fun, enjoyable and promote fair play.

- Confront bullying and never condone rule violations.
- When working with children always do so in an open environment, avoid private unobservable situations.
- Be a good role model, never drink or smoke when working with children.
- Promote TS's anti-doping policy and a drug-free lifestyle.
- Put the welfare of children ahead of winning, club or personal achievements.
- Treat all children equally and with respect.
- Give enthusiastic and constructive feedback rather than criticism.
- Deliver educational instruction 1st verbally, 2nd via role model and 3rdly only if necessary: hands on after an explanation of the necessity, where you will support or touch them and with their consent.
- Ensure that if any manual / physical contact is required that it is provided openly, the child is informed and their consent has been obtained.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition and / or pressurising them or pushing them against their will.
- Where single discipline coaches are responsible for scheduling training for a triathlete a lead nominated coach should monitor overall training and intensity and liaise with the other coaches.
- Build balanced relationships based on mutual trust that empower children to share in the decision making process.
- Maintain safe, appropriate relationships with athletes, it is inappropriate to have an intimate / sexual relationship with a 16-17 year old in your care.
- Your attitude and behaviour should always be consistent with your position in loco-parentis.
- Coaches should be minded of their responsibility to manage relationships with senior athletes where the power balance could lead to over reliance.
- Ensure separate changing facilities are available for junior and senior triathletes.
- Involve parents wherever possible in decision making, communicate regularly with them and gain written consent for travel, accommodation and trips in advance.
- Separate information regarding relevant medical history, current medications, allergies, tetanus immunisation status and consent for 1st aid when necessary should be sought, see General medical information form appendix 2.

7.2 Poor Practice

The following constitutes poor practice and should be avoided by all personnel;

- Having "favourites", inequitable practice fosters resentment and jealousy and could lead to false accusations.
- Spending excessive amounts of time alone with one child away from others.
- Taking children to your home.

- Where children are away from home adults should only enter their rooms if an emergency or health and safety require it.
- If it is necessary to enter a room the door should remain open.
- It is accepted that situations may occur where a no. of children and adults share a common sleeping area. Always ensure that parental consent is obtained in writing in advance and that athletes are given the opportunity to discuss this, air their concerns and agree the logistics of the sleeping arrangements.
- If mixed teams are away, ensure that they are accompanied by a male and female member of staff and safeguard them from the potential of same gender abuse.
- Adults should not invite children on their own into their own rooms.
- Avoid where possible doing things of a personal nature for children that they can do for themselves.

n.b. this may be necessary on occasions with a very young or vulnerable child. These tasks should be carried out only with the full understanding and consent of the child and where possible their parents / guardians. It is important to respect their views. If a person is fully dependant on you, talk to them about what you are doing and give choices where possible, particularly if you are involved in any dressing or undressing of clothing, where there is physical contact, lifting or assisting to carry out particular activities. Do not take responsibility for any tasks for which you are not appropriately trained.

7.3 Abuse /Practice which breaches of code of conduct

Although not all of the following practices constitute abuse, they are never to be sanctioned as they leave individuals open to false allegations and breach Codes of Conduct and ethical principles.

- Never engage in rough, physical or sexually provocative games including horseplay.
- Never share a room with a child for sleeping accommodation.
- Never engage in physical contact except as permitted within the rules of sport or competition.
- Never form intimate emotional or physical relationships with children.
- Never allow children to use inappropriate language unchallenged.
- Never make sexually suggestive comments to a child even in fun.
- Never reduce a child to tears as a form of control.
- Never allow or engage in any form of inappropriate touching.
- Never do things of a personal nature for children that they can do for themselves.
- Never invite or allow children to stay with you at your home.
- Never allow allegations made by a child to go unacknowledged, unrecorded or not acted on.

n.b. in special cases sharing may be required for health and safety reasons or if the child is very young and vulnerable. If so explain why this is necessary to the child and their parents and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

7.4 Codes of conduct

Fusion Triathlon Club's codes of conduct are based on adherence to the principles of good practice embedded in the preceding sections and in accordance to guidance to the NGB. As part of the registration and insurance cover TS affiliated coaches are required to sign up to the Sportscoach UK Code of conduct.

A Code of conduct for club officials and volunteers can be found in the appendices.

7.5 Reporting

Report, record and inform if any of the following occur;

- If you accidentally hurt a child.
- If a child seems distressed.
- If a child seems to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have said / done.
- If a child needs to be restrained, (for their safety or the safety of others).

The incident / concerns reporting form in appendix 4 can be used for this purpose.

7.6 1st Aid / Injury procedure

If a child requires 1st aid or medical attention whilst in your care in your capacity as a member of TS the under noted good practice should be followed;

- Where practicable all parents / guardians of children must complete a Fusion Triathlon Club medical consent form (appendix 2) before competing in a triathlon, duathlon or aquathlon.
- Be aware of any pre-existing medical condition, medication or existing injuries and treatment required.
- Keep a written record of any injury that occurs along with any treatment required.
- Where possible ensure that access to medical advice and / or assistance is available.
- Only those with current, recognised 1st aid qualifications should respond to any injuries.
- Where possible any course of action should be discussed with the child in terms that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from medical / emergency services as soon as possible.
- The child's parents must be informed of any injury and any action taken as soon as possible unless it is in the child's interests not to do so and you are given professional advice to this effect (from Police / Social services).
- A notification of accident form (appendix 1) must be completed and signed and passed to the CWO as soon as possible.

7.7 Activities away from home.

- Always plan and prepare a detailed programme of events and activities and ensure that copies are available for other members and parents.
- The activity, trip length and distance from home, other activities planned, no. of participants, age and gender mix involved all impact on the levels of supervision and planning required.

See appendices for competition distances / children's race organiser's pack.

Further advice is available from the NSPCC "Safe Sport Away", (available via mail order from their website www.nspcc.org.uk)

7.8 Transporting children

If it is necessary to take or transport children away from home the following good practice must be followed;

- Where practicable, written parental consent should be requested by members if they are required to transport children.
- Always tell another member if you are transporting children, giving details of the route and your anticipated journey time.
- Ensure all vehicles are correctly insured (fully comprehensive).
- All reasonable safety measures are taken e.g. children in back seat with seatbelts worn.
- Where possible ensure that a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by Fusion Triathlon Club's child protection and athlete welfare policy.
- Always plan and prepare a detailed programme of activities and ensure that copies are available for other members and parents.

7.9 Identifying and managing bullying.

The lives of many people are made miserable by bullying. Victims can feel lonely, isolated and deeply unhappy. Bullying can have a devastating effect on a child's self-esteem and destroy self-confidence and concentration. Such children may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel that somehow it is their fault or that there is something wrong with them and at worst cause depression and / or feelings of worthlessness that lead to suicide.

To ensure that Fusion Triathlon Club creates an environment where bullying is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed. See section 8, 8.6. Any suspicions of bullying of a child by a member will be dealt with through the Fusion Triathlon Club Disciplinary Procedures and / or investigation of the suspicion or allegation.

7.10 Filming and Photography of Children

There is evidence that some individuals have used sports events as an opportunity to take inappropriate photographs or film footage of athletes in vulnerable positions. Fusion Triathlon Club therefore requires that all personnel and event organisers refer to the guidelines detailed below;

- Professional photographers / film / video operators wishing to attend events must be given a clear brief, wear identification at all times, not be given unsupervised access to junior or vulnerable athletes and must not be allowed to take photos outside the event e.g. at the child's home or school.
- The event organizer should inform athletes and parents that a photographer / film / video operator will be in attendance and that they consent to both the taking and publication of pictures
- Any other spectators (parents, amateur photographers) wishing to film or take photographs must register their names and addresses at a designated point and wear identification.

Video as a coaching aid:

- There is no intention to prevent coaches and teachers from using video equipment as a legitimate coaching aid. However, triathletes and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such film (i.e. timescale, security and deletion after use).
- Coaches should check procedures regarding filming in hired facilities prior to arranging video sessions.
- Athletes, parents and members should be informed that if they have any concerns about the presence of photographers, film or video operators at the event they can report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the organiser or an official and recorded in the same manner as any child protection concern.

Race photography of children:

- Race organisers should not permit photography or filming of swimming pools or transition areas where children are competing.
- Race organisers should include the consent signed by adults in relation to children see appendix 7.

In promotional material or publications:

- Consideration should be given to using images, models and illustrations rather than photographs.
- Only images of suitably dressed athletes should be used (focus on the activity not a particular child and avoiding full face and body shots).
- Permission should be sought in writing from athletes and parents before using the image.
- Remember that if the athlete is named, do not include a photograph, and if a photograph is used avoid naming the athlete (certainly do not give surname).

7.11 Internet images of children

Sports websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and provide a showcase for the activities of young people. In some cases however, displaying certain information about children could put them at risk. The following procedures should be followed to ensure that Fusion Triathlon Club does not place children at risk;

- Personal information enabling the identification of a child should never be published e.g. full name, address, email, and telephone no.
- Contact information should always be directed to Fusion Triathlon Club or TS.
- Before publishing any image, written consent should be obtained from the parents and the athlete. Any changes or subsequent use of the material should have subsequent consent.
- The content of any image must not depict the athlete in a provocative pose or state of partial undress-other than during a sporting activity (e.g. race photography).
- Other attire such as a tracksuit may be more appropriate.
- Details of specific children's events or meetings should not be published other than those directly concerned. (Accepting that in advertising children's races to a wider audience this may be difficult to restrict).
- Great care must be taken when considering publication of images of children considered especially vulnerable, for example, who are the subject of child protection issues, custody disputes, physical, learning or communication difficulties as they could be particularly at risk of abuse.

8. **Definitions of Abuse / Bullying**

Abuse can occur wherever there are children or vulnerable athletes of any age. The effects of abuse can be so damaging that untreated they can cause serious problems in adulthood such as inability to make and maintain normal relationships, drug / alcohol dependence, prostitution, attempted suicide or even abuse of children.

Someone may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children are abused in family, institutional and community settings, they are abused by strangers but more often by someone they know and trust.

Children can be abused by adults or other children, by the same or opposite gender. There are 5 main categories of abuse:

8.1 Neglect

This is where adults fail to meet a child's basic physical and / or psychological needs and is likely to result in the serious impairment of their health and development.

Examples include; failure to provide adequate food, shelter, clothing, failure to protect against physical harm or danger, failure to ensure proper access to medical care / treatment. Neglect could also include refusal to give love, affection and attention. Neglect in a sporting situation might be a coach who

exposes athletes to undue cold, heat or fails to protect athletes from injury.

8.2 Physical abuse

This is where someone physically hurts or injures a child e.g. by hitting, shaking, throwing, burning, biting, scalding, drowning, suffocating, poisoning or in any other way which causes physical harm to the child. Physical harm may also be caused by a parent / guardian / carer who feigns symptoms of ill health or deliberately causes ill health to a child for whom they are caring. Examples of physical abuse in sport may occur when the nature and intensity of training and competition exceed the capacity of the child's physical maturity and growth, where drugs are used to enhance performance or where body composition is manipulated to delay puberty.

8.3 Sexual abuse

This is where boys and girls are abused by adults or other children (both male and female) who use them for their own sexual gratification. This abuse could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Exposure of children to pornographic material (books, videos, pictures, internet images) is also a form of sexual abuse. In sport, coaching techniques that involve physical contact with children could create situations where abuse goes unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

8.4 Emotional abuse

This is the persistent emotional maltreatment of a child causing severe and persistent effects on their emotional development. It may involve conveying to the child that they are unloved or worthless, inadequate, or valued insofar as they can meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted, making the child nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child.

Emotional abuse may occur in sport if children are subjected to constant criticism, name calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

8.5 Bullying

This may be the bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those who are bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling, graffiti, gestures), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from group) or sexual (e.g. unwanted physical contact or abusive comments).

8.6 Indicators of abuse / bullying

Definitions of what constitutes abuse are described above, indications that a child is being abused may include the following;

- Unexplained or suspicious injuries such as bruising, cuts or burns particularly if situated on a part of the body not prone to such injuries.
- An injury which appears inconsistent with the explanation offered.
- Delay or avoidance in seeking treatment for significant injuries.
- The child describes what seems to be an abusive act involving him / her.
- Someone else (an adult or a child) expresses concerns about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour
- Distrust of adults, especially those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Is prevented from socializing with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becoming increasingly dirty or unkempt.
- It should be recognized that this list is not exhaustive and that the presence of one or more indicators is not proof that abuse is taking place.

8.7 Bullying

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons (e.g. perhaps being overweight, physically small, having a disability or belonging to a different race, faith or culture). Although bullying often takes place in schools, it can and does occur anywhere there is inadequate supervision (e.g. on the way to and from training, in the changing rooms). The competitive nature of triathlon provides a potentially ideal environment for a bully to gain power over others.

The bully might be:

- A parent who pushes too hard
- A coach who adopts a win at all costs mentality
- A triathlete who intimidates inappropriately
- An official who places unfair pressure on a person.

8.7.2 Signs of bullying include;

- Behavioural changes such as; decreased concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally labile, Reluctance to attend training or competitions.
- Unexplained drop in performance.

- Physical signs like stomach aches, headaches, insomnia, bed-wetting, scratches and bruising, damaged clothes / possessions and bingeing for example on food cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

9. **Responding to Disclosure, Suspensions and Allegations**

- 9.1 It is not the responsibility of any Fusion Triathlon Club member, official or volunteer to identify or investigate abuse, it is their responsibility to report concerns about a child.

Concerns may arise due to a disclosure, the behaviour of an adult towards a child or a cluster of indicators observed in a child over a period of time.

All suspicions and disclosures must be reported.

Strong emotions may be aroused especially in cases of alleged sexual abuse where there is loyalty to a colleague. It is important to understand these feelings, but not to allow them to cloud judgement around the action that you must take. No member in receipt of information may keep it undisclosed or attempt to deal with it independently.

Reporting procedures in Fusion Triathlon Club have drawn from **triathlon**scotland and on best practice from other disciplines, sports and recommendations from sportscotland and children 1st.

- 9.2 Director of Welfare and Club Welfare Officers

To help **triathlon**scotland, affiliated clubs and members to fulfil their child protection and welfare roles **triathlon**scotland has appointed an executive director to act as a designated Director of Welfare. (Job Specification appendix 5)

Triathlonscotland requires all affiliated clubs (regardless of present membership numbers or demographics) to recruit and appoint a Club member willing to undergo training to become Club Welfare Officer, roles and responsibilities in appendix 6.

Fusion Triathlon Club will fill this role in accordance with **triathlon**scotland's guidelines

- 9.3 Reporting procedures

Children are most frequently abused by adults that they know and trust; the offences often taking place in the home of the victim or offender.

Disclosure will usually be made to a trusted adult, (advice follows below) sometimes after many "failed" attempts to disclose or signs of concern will be noted.

Some abusers will seek out sport as a means of gaining access to children, sound recruitment, selection, training procedures and increased awareness of this potential help to protect children.

All allegations should be taken seriously, clear and appropriate reporting procedures followed and whenever allegations are made or suspicions are raised.

9.4 How to listen to a disclosure

It is important to listen carefully to the information a child discloses, the following good practice is required;

- React calmly so as not to frighten the child.
- Listen to the child
- Do not show disbelief
- Be aware of your body language, facial expression and voice pitch and tone as well as the content of any speech.
- Tell the child that he/she is not to blame and was right to tell.
- Take what the child says seriously, recognizing the difficulties inherent in interpreting what a child says.
- Make a full record of what has been said, heard and or seen (fact not opinion) as soon as possible.
- Do not suppose that the experience was bad or painful, it may have been neutral or even pleasurable. Always avoid projecting your own reactions.
- If you need to clarify, keep questions to a minimum and only to ensure you have understood what they have said.
- Use open ended, non-leading questions where necessary.
- Do not relate personal information from your own or any other child's experience.
- Reassure the child

Avoid the following actions when responding to a disclosure;

- Panic
- Showing shock / distaste
- Probing for information
- Speculating or making assumptions
- Making negative comments about the alleged abuser.
- Approaching the alleged abuser
- Making promises or keeping secrets
- Giving guarantees of confidentiality.

9.5 Record of disclosure

Having listened to the child as detailed above, make a full written record of what was seen, heard or told as soon as possible in the child's own words.

The information must include the following;

- Name, age and date of birth of the child
- Child's home address and telephone no.
- The nature of the allegation
- Any dates, times or other relevant information
- Whether the person making the report is expressing their own concerns or those of another person.

- The child's account of what happened if it can be given and any injuries sustained.
- A description of injuries / bruising visible in normal dress or sports attire, behavioural change, indirect signs. Do not examine the child.
- Any witnesses to the incident.
- Details of others contacted and advice obtained
- Act on any advice given
- Pass on record to Social work dept / Police or DoW as appropriate.
- If you are making an electronic document then do not save it to the hard drive / floppy. Print, date and sign and then delete.

Any individual with information of an allegation, disclosure or suspicion about the welfare of a child must report it to the CWO who will refer the matter to the DoW.

If the designated person is not available, if the concern is about that person, or if no action is taken, then you should make direct contact with the **triathlon**scotland athlete welfare officer.

Should the concern involve the DoW, it should be reported to another member of the **triathlon**scotland executive.

9.6 Actions for the Director of Welfare when concerns are reported.

Before taking any action the DoW must always seek advice from the Police and / or Social Work Department.

Thereafter;

Establish the basic facts; the DoW must initially clarify the basic facts to establish whether there is reasonable cause to suspect that a member may have abused a child.

This may involve asking some basic open-ended, non-leading questions of the child solely with a view to clarifying the facts. Other children may be asked similar basic questions or other witnesses and individuals e.g. coaches.

After seeking the advice of Police and Social Work dept, the parents may be approached to provide consent to speak to a child.

Advice must be sought from Police and / or Social Work Dept as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.

This process will not form part of any disciplinary investigation.

9.7 Dealing with alleged abuse

While the TS DoW and CWOs will have received training, they are not child protection experts and it is not their responsibility to determine if abuse has taken place, that rests with the statutory agencies and as indicated previously if there is any doubt an incident may be more than poor practice it should be referred to Police and Social work for their advice.

Police also have specially trained child protection personnel to give guidance and advice, deal with concerns sensitively and effectively. If there is any possibility of a criminal offence having been committed, they will automatically become involved.

Child protection agencies also provide advice and can be contacted via the 24hr NSPCC free-phone helpline 0800 800 500

9.7.2 Interim suspension

The member concerned may be suspended while an investigation is carried out; suspension in these circumstances is not a form of disciplinary action.

Suspension will be carried out by the **triathlon**scotland executive committee. Notification of the suspension and the reasons will be conveyed in writing to the member. Suspension includes any TS events and qualifications as well as position duties.

The DoW will make a full report to the executive committee, irrespective of the outcome of any Police or Social work investigation the executive has to assess all cases individually and will determine whether the person will be reinstated and how this should be managed sensitively. This decision must be made on the basis of the information available, which could suggest that on the balance of probability; it is more likely than not that the allegation is true. The welfare of the child is paramount.

If the TS DoW is the subject of suspicion / allegation then a report must be made to the TS President who will then be responsible for handling further action.

9.7.3 Managing allegations of historical abuse

Allegations of abuse may be made some time after the event, for example by an adult who claims to have been abused by a child by a member who is still currently working with children. Where such an allegation is made the same procedure is followed. Other children within or outside triathlon may still be at risk from this person. Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children. Any individual listed on the DWCL commits a criminal offence in applying to a childcare position. (PoCSA 2003).

Nb. It is the duty of all Fusion Triathlon Club members to report a charge or conviction involving children.

9.8 Poor Practice

If the allegations relate to a Fusion Triathlon Club member and after consideration by the CWO and DoW, are clearly about poor practice, the allegation will be dealt with between Fusion Triathlon Club and TS as a misconduct issue.

The TS DoW will decide whether the misconduct allegation;

- Should result in a written warning to the accused with a copy to the CWO and a copy filed securely at TS.²⁵
- Is deemed more serious or a continuation of previously reported poor practice; in which case it will be reported to the executive and disciplinary panel for further action.

Coaches in breach of their code of conduct will also be referred to BTCE.

9.9 Disciplinary and Appeals Procedures

The **triathlon**scotland executive board will appoint a disciplinary committee to consider all written reported breaches of the code of practice and reports of misconduct. On receipt of an allegation or complaint the member will receive notification in writing of the specific alleged offence and will have the:

- Opportunity to defend themselves, including time to prepare a defence.

- Right to seek legal advice or another form of assistance or representation.
- Right of hearing before the panel at a time that allows full opportunity to present their defence and be represented.
- Right of appeal.

9.10 Informing Parents

Wherever possible personnel involved in the welfare of children should work in partnership with parents. Therefore in most situations it would be important to talk to parents to help clarify any initial concerns (e.g. in behaviour change to check if there was a reasonable explanation such as a parental separation or a family bereavement).

In some situations, a child may be placed at greater risk if concerns are shared (e.g. if the parent is involved in the abuse or if they are not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion allegation or incident must be reported as soon as possible, and then advice from local statutory services should be sought with respect to consulting parents.

9.11 Records and Confidentiality

Information passed to Police or Social services must be as helpful as possible, hence the need for the detailed reporting forms at the time of the disclosure / concern. Information must always be factual and avoid opinion or hearsay. Reporting the matter to statutory services should not be delayed by attempts to gather more information. Where possible any referral made should be followed in writing within 24hrs. A record should be made of the name, designation and contact no of any social work dept. member of staff or police officer to whom the call was passed including the date and time of the call, in case any follow-up is needed. A copy of this information should be sent to the DoW.

Confidentiality should be maintained at all times, information being handled and made available only on a need to know basis. This includes the following people;

- The CWO, President and DoW,
- The parents of the person who is alleged to have been abused (see involving parents)
- The person making the allegation
- Social Work dept / Police
- The alleged abuser (and their parents if they are a child)

Seek advice on who should inform the alleged abuser.

Information will be stored in a locked non portable container in line with data protection laws and with access only available to those whose role requires it, i.e. normally president and DoW.

Advice is currently being sought as to how long records should be retained and whether it can be condensed and anonymised for monitoring procedures.

When no action is deemed necessary or proceedings have finished all information will be destroyed by shredding.

9.12 Support for Victim, Accused and Reporter

Fusion triathlon Club acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concerns about a member's practice or the welfare of a child.

Fusion triathlon Club will take steps to ensure that the victim (and parents) are provided with appropriate professional support e.g. help lines, support groups and links to voluntary agencies in this area.

Through the reporting, disciplinary and appeals procedures will ensure that the accused is offered appropriate support.

False or malicious allegations will be dealt with by disciplinary procedures via TS and or BTCE.

10. Implementation and Monitoring Procedure

For Fusion triathlon Club's welfare practice to be effective the procedures need to be implemented in a planned and staged way. This involves;

- Design and dissemination of information
- Procedure testing
- Introduction of recruitment strategies for volunteers as well as staff
- Identification of club welfare personnel
- Further development of good practice codes
- Training provision and development
- Institution of national welfare group
- Selling the concepts to key personnel and clubs

The impact and effectiveness of procedures will only be possible by evaluating levels of awareness, knowledge, perceptions and attitude.

Amendments to policy annually (or as and when required) will keep abreast of developments in good practice, child protection and legislation.

Monitoring

It will be the responsibility of the DoW / executive to establish and implement the strategy, this might include the following;

No. of allegations / complaints received and breakdown of no case, poor practice or abuse incidence.

No. of CWOs in place

No. of personnel through GPCP course

Feedback from clubs

Reports from disciplinary and appeals committee.

Feedback from camps and tours

No. of coaches with specific training in working with children / young people.

Reports from national welfare group.

No. of DS / VDS (CRBS) checks made.

Recommendations for changes to policy, procedures and resources.

Appendix 1

Fusion Triathlon Club Accident Report Form

Please complete all sections

A. Injured person

Name

Address

Telephone

Position (circle as appropriate): Fusion Triathlon Club staff / volunteer / member
/ club volunteer / athlete / spectator / visitor

Date and time of accident;

Date and time reported;

If visitor, spectator or athlete please state event details or reason for presence:

B. The accident

How did the accident happen? Please give a full description and include a sketch or photo of the location / people present if this aids understanding.

Was any plant/machinery or equipment involved? Y N

Did the plant/machinery or equipment fail? Y N

What was the nature of this fault?

Did the accident involve a vehicle? Y N

(if no vehicle involved move to next section)

What was the vehicle type? E.g. Car, SUV, Van, Lorry, Bus:

Vehicle make and model:

Registration of vehicle:

Driver's Tel: _____
Insurance Co: _____

Was protective/safety equipment or clothing necessary for the activity being undertaken at the time of the accident? Y N

Was the equipment or clothing being used at the time of the accident? Y N
If no, why was this?

Name:
Address:

Name:
Address:

Name:
Address:

Please also note the names of any individuals who dealt with the accident or events afterwards.

D. Details of injuries

Was first aid treatment required? Y N
Give details:

Name of 1st aider:
Signed

Was further treatment by a health professional required? Y N
Give details:

Name: Position/Job title:

Treated at: Signed:

Will they (above named injured party) be likely to be absent from work/school/or other regular activities as a result of their injuries? Y N

Will they/are they likely to require follow up treatment or further investigations because of their injuries? Y N

Please give details as appropriate of known/likely timescale:

E. Completion and review of report

Person completing report:
Signed: Date:

Club Welfare Officer:
Signed: Date:

Director of Welfare (**triathlon**scotland):
Signed: Date:

Coach Club:
(Please state level of BTCE qualification/ Position; Head, session or Asst coach)
Signed: Date:

Appendix 2

Fusion Triathlon Club General Medical Information Form

The following information and consent is requested to ensure the health and well being of children and vulnerable adults participating in Fusion Triathlon Club activities. This information is confidential and will only be used to safeguard and promote the child/vulnerable adult's health and well being should the need arise.

Name:

Address:

Postcode:

Tel.:

Date of birth:

Age:

Name of General Practitioner:

Surgery address:

Tel.:

Health history

Please indicate appropriate response and give further information where necessary;

Does the above named have any pre-existing medical conditions which may affect their participation in sport/other activities? Y N

Details:

Do they take any regular medication or receive any regular treatment? (including e.g. inhalers for asthma, topical creams or herbal preparations) Y N

Details:

Do they have any allergies? Y N

Details:

Any other relevant information e.g. previous surgery:

Does your child have any special dietary requirements? Y N

Details:

Tetanus status; has the above named received the full course of vaccinations per UK schedule? (normally given as 3 injections in first year of life, pre-school booster and booster approx 14/15yrs age). Y N

If no, please state if you consent to vaccination if need arises:

Emergency Contact Details

In the event of an accident, every reasonable attempt will be made to contact you as soon as possible.

Please supply contact details for 2 people (with parental responsibility if possible see notes Appendix 3)

Contact 1

Forename: Surname:
Address:

Telephone numbers:
Home: Work:
Mobile:

Relationship to participant:

Contact 2

Forename: Surname:
Address:

Telephone numbers:
Home: Work:
Mobile:

Relationship to participant:

In the event of an emergency, I would like a religious minister/faith leader to be contacted; Y N

please give details of religious belief / denomination:

Consent

Child / Vulnerable adult (optional)

I consent to receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

Signature: Date:
Print name:

Parent / Legal guardian / Carer

I consent to.....
Receiving medical treatment, including anaesthetic, which medical authorities present consider necessary. I undertake to inform Fusion Triathlon Club should any of the above information contained in this form change

Signature: Date:
Print name:
Relationship to above named:

The Law and Medical Consent: Children and Vulnerable Adults

In some cases it may be necessary to obtain consent for medical examination, treatment or procedure to a child or vulnerable adult e.g. where an injury has occurred in the course of training or competition or where it is alleged that the child has been abused.

The purpose of this guidance is to provide an overview of the law in Scotland in relation to medical consent and to advise Fusion Triathlon Club members on the best practice that must be followed.

Children - who can give consent?

The Child;

The Age of Legal Capacity (Scotland) Act 1991, allows children under the age of 16 to give their own consent in certain circumstances.

Section 2(4) states:

“A person under the age of 16 shall have the legal capacity to consent on his / her own behalf to any surgical, medical or dental procedure or treatment where in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure or treatment”

The decision about competence is entirely one for the doctor or other health practitioner to make. This means that where a child is assessed as being able to provide consent, the consent of a parent / guardian is not required.

The Scottish Executive recommend that efforts should always be made to discuss with the child informing his / her parents / guardians / carers, except where this is clearly not in the child's best interests to do so. If the child refuses to allow parents / guardians or carers to be informed then this must be respected.

Consent from the following categories would only be required where the child is assessed as incapable of providing consent.

Person with Parental responsibilities in relation to the child

A person who has Parental responsibility of the child would normally be expected to provide consent as under the Children (Scotland) Act 1995 they have responsibilities that include a duty to safeguard and promote the child's health, development and welfare.

If the child's parents are or have been married to each other, both have parental responsibility and either can give consent. If the parents have not been married to each other, normally only the mother has automatic parental responsibility including the right to consent. The father will have the right to consent if either;

He has obtained an order from court awarding him parental responsibility.

He and the child's mother have a registered parental responsibilities agreement.

Where a parent requires to provide consent they should, so far as practicable, consider the views of the child.

Person who has care and control of the child.

Section 5 of the Children (Scotland) Act 1995 also allows consent to be given by those who have care and control of the child but do not have parental responsibilities or parental rights in respect of the child e.g. a grandparent who is the child's main carer. These people have a duty to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare. This includes giving consent to treatment or procedures.

Such consent would not be effective however where

The child is capable of consenting

The person knew that the parent would not consent e.g. a parent who is a Jehovah witness.

The medical examination was for the purpose of establishing child abuse.

If the child is looked after by a local authority, the authority can give consent only where it has obtained a Parental responsibilities order from a court or consent is authorised by conditions attached to an order or warrant issued by a court or Children's hearing.

Vulnerable Adults-who can give consent?

As with children, where a vulnerable adult is capable of consenting to medical treatment consent will not be required from any other individual such as a parent / guardian or carer. Again, it is for the medical or health practitioner to determine whether the vulnerable adult is capable of understanding the proposed treatment and consequences.

There are safeguards where a vulnerable adult may not be capable of consenting to medical treatment. This is dealt with in part 5 of the Adults with Incapacity (Scotland) Act 2000. A medical practitioner must certify that he is of the opinion that an adult is incapable in relation to a decision about medical treatment. They shall then have the authority to do what is reasonable in the circumstances in relation to proposed medical treatment to safeguard or promote the physical and or mental health of the adult.

Appendix 4

**Fusion Triathlon Club Report Form for Child Protection
Incident / Concern**

Name of child:

Date of Birth and Age:

Address:

Telephone No:

Disability:

First language:

Ethnicity:

Any special factors:

Parent's / Guardian's / Carer's names:

Are you reporting your own concerns or passing on those of someone else?

Give details:

Brief description of what has prompted the concerns: include dates, times
etc. of any specific incidents:

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parents? If so what was said?

Has anybody spoken to the alleged abuser? If so what was said?

Have you consulted anyone else? Give details.

Your name and position:

To who reported and date of reporting:

Signature:

Date:

triathlonscotland Director of Welfare

Background

The position of the Director of Welfare (DoW) within triathlonscotland evolved from that of the child protection officer. This was in response to the need to encompass the wider remit of health and safety, ethics, equity and disabilities in sport and to afford more dignity to other groups e.g. vulnerable athletes.

The post holder now operates as a general director on the triathlonscotland executive to ensure greater independence of action and reduce the likelihood of conflicts of interest.

Roles and responsibilities

The Director of Welfare is the individual designated to ensure that welfare concerns within triathlonscotland are met and acts as the main contact with other agencies on these issues.

Their main functions include;

- Development, implementation and promotion of triathlonscotland's child protection, ethics, equity, health and safety, vulnerable adult and disabilities policies and procedures.
- Communication with external agencies (statutory/voluntary) on these topics.
- Identification and pursuit of their own continuing professional development and education in the above areas with the support of the executive.
- Regular attendance at the children 1st /sportscotland lead officers' (child protection) group meetings.
- Provision of information and advice to members, affiliated clubs, parents and other stakeholders on welfare issues.
- Raising awareness on welfare issues.
- Communication with clubs and members on welfare issues.
- Establishment and a maintenance of an e-group and support network of Club Welfare Officers (CWO).
- Organisation of training for members/affiliated clubs and CWOs.
- Encouragement of good practice and support of welfare procedures.
- Monitoring and implementation of further changes as developments, information and legislation (e.g. data protection, child welfare, and equity) require.
- Establishment and maintenance of contacts with statutory (e.g. Police, Social Services) and voluntary agencies (e.g. children 1st).
- Act as the main contact within triathlonscotland for Disclosure Scotland / Volunteer Development Scotland CRBS checks.
- Establishment and maintenance of a central record of CRBS checked personnel (in tandem with a live central coaching register).
- Maintain a confidential record of reported cases and action taken, liaising with statutory agencies as appropriate

- Make referrals to the Scottish Ministers (Disqualified from Working with Children List, Protection of Children Scotland Act, 2003) as appropriate.
- Inform the executive of any action taken, any further action required (especially disciplinary action required against a member, staff or volunteer).
- Be familiar with Child Protection Committees and their procedures.
- Monitor and review triathlonscotland's welfare policy and procedures periodically.

Person specification Director of Welfare

Must be (become) a triathlonscotland member

Will have an understanding of the sport of triathlon

Will have an understanding of welfare issues; Health and safety, Child protection, Ethics, Equity, Vulnerable Adults, and Athletes with Disabilities and have the sensitivity to manage them.

Ability to communicate effectively with different groups and stakeholders.

Supportive of triathlonscotland's policies and procedures.

Understand the concept of confidentiality and its boundaries.

Ability to follow procedures, recognising when advice is needed and that over reliance on individual judgement or isolated working is not appropriate.

Willingness to challenge poor practice and those who fail to comply with policy and procedures.

Willingness to complete self disclosure, Disclosure Scotland and reference checking prior to appointment in post.

Will abide by triathlonscotland's volunteers' code of conduct.

Have or be willing to undertake training in the following areas;

Good Practice and Child Protection

Coaching Children and Young People

Coaching Disabled performers

Equity in your coaching (all sportscoach uk)

PoCSA Legislation

Key skills characteristics;

Enthusiastic, motivated individual

Warm, friendly disposition.

Interest in working with children and young people, parents and groups out with traditional triathlon demographics.

Excellent communication skills.

Access to internet, PC and email, basic computer literacy.

Fusion Triathlon Club Welfare Officer

This is an individual designated to ensure that welfare concerns are met at club level and the main contact with triathlon Scotland and other agencies on these issues.

Their main functions are as follows;

- Dissemination, implementation and promotion of triathlonscotland and Fusion Triathlon Club's welfare policies and procedures
- Communication with club coaches, committee, other personnel and stakeholders on welfare topics
- Identification and pursuit of their training needs relevant to the post with the support of triathlonscotland's Director of Welfare.
- Participant/member of triathlonscotland's Club Welfare officer's egroup and attendance at training and other meetings as required.
- Provision of information and advice to other club members, parents and stakeholders.
- Raising awareness of welfare issues.
- Encouragement of good practice/procedures.
- Feedback and input to the Director of Welfare re monitoring and development of policy and procedures.
- Establishment, maintenance of contacts with local statutory agencies (Police, Social Services) and voluntary agencies e.g. children 1st
- Identify club personnel in "childcare" roles requiring Disclosure Scotland checking.
- Local confirmation of identity for Disclosure Scotland checks.
- Make reports to Director of Welfare and/or local statutory services as concerns arise.
- Be familiar with triathlonscotland's and Fusion Triathlon Club's reporting procedures.

Person Specification CWO

- Must be (become) triathlonscotland member
- Must be (become) committee member of club, this is a committee level appointment to ensure that welfare is on the agenda at every meeting.
- Will have/develop an understanding of welfare topics, child protection, vulnerable adults, health and safety, equity, ethics, athletes with disabilities and have the sensitivity to manage them.
- Ability to communicate effectively with different groups and individuals.
- Support triathlonscotland's and Fusion Triathlon Club's welfare policies and procedures.
- Understand the principle of confidentiality and the limits of its boundaries.
- Have the ability to follow procedures recognising when advice is needed and that over reliance on individual judgement or isolated working is not appropriate.

- Willingness to challenge poor practice and those who fail to comply with triathlonscotland's and Fusion Triathlon Club's policies and procedures.
- Willingness to complete self disclosure, Disclosure Scotland and referee checking prior to appointment in post.
- Willingness to abide by triathlonscotland's and Fusion Triathlon Club's volunteer's code of conduct.
- Have or be willing to undertake training in the following areas;
 - Good practice and child protection (Sportscoach UK course)
 - Working with Children and Young People
 - Equity, Disabilities, PoCSA and others as practicable and available

Key skills/characteristics

- Enthusiastic, motivated individual
- Warm, friendly disposition
- Interest in working with children, young people, their parents and those out with the current triathlon demographics.
- Excellent communication skills
- Basic computer literacy, access to PC/internet/email.

Appendix 7 (a)

Fusion Triathlon Club race photography/film consent
(athlete)

Professional race photographers/video operators if attending this event will do so with a clear brief and must wear identification and will not be permitted access to junior participants unsupervised.

The organiser will inform you of any professional race photography and seek consent for both the taking and publication of images (including format, storage, internet use etc).

Parents, carers, spectators wishing to take photographs or film of the event must register their details (name and address) with the race organiser and wear identification.

Photography or filming of children in pool swims or transition areas is not permitted. (Except for coaches by prior consent).

The promoter/Fusion Triathlon Club reserve the right of entry to this event and reserve the right to decline entry to any person unable to meet or abide by the promoter's conditions.

Anyone with concerns about photography/ film operation at an event should report them directly to the race organiser.

Fusion triathlon Club will take all reasonable steps to prevent the inappropriate use of images of athletes, if you become aware of the use of images other than for which intended you should contact the Fusion Triathlon Club welfare officer. If this individual is not available, or does not respond in a timely manner, you should contact triathlonscotland Director of Welfare.

I understand that this race takes place where participants may be photographed. I accept that it is up to me to ensure that I am happy with what the participant is wearing.

Parent/Guardian to complete as appropriate

Signed:

Name:

Date:

Address:

Participant's name (if U18):

Signature (optional):

**Fusion Triathlon Club coach video / film / photography
consent**

The purpose of this application form is to ensure that any film, video or photographs taken as a coaching aid is taken with the athlete's awareness, express permission and the knowledge and consent of their parents.

I am aware of triathlonscotland's guidance on use, storage, security and deletion of images and agree to comply with their welfare policy & procedures.

I will not use, allow access to, reproduce or publish any image for other than the express purpose agreed below without the prior consent of the athlete and their parent/guardian.

I will check facilities conditions prior to arranging filming sessions.

Applicant coach:

Address:

Tel.:

Position/Qualifications held:

Intended purpose of photographs / film / video

How will film / video / photographs be processed?

How will film / video / photographs be stored?

How long will the film / video / photographs be stored?

Athlete:

Parent / Guardian:

Address:

Signatures.....

Date:

I understand and accept that any failure to comply with triathlonscotland's policy and procedures for film / video / photography consent may be subject to investigation and or disciplinary action. Any action considered to place athletes at risk may be reported to Police or Social Work department. I accept that triathlonscotland reserves the right to prohibit the use of film / video / photography at any event or activity with which it is associated.

Coach's signature:

Date:

Appendix 7(c)

**Fusion Triathlon Club race film / video / photography
consent (press & commercial photographers)**

Fusion Triathlon Club is committed to the welfare of its athletes, the purpose of this form is to ensure anyone wishing to film / video or photograph a Fusion Triathlon Club event or activity where children, young athletes or vulnerable adults are participating:

- Secures the permission of the activity, event or media manager in advance of the activity / event.
- Commits the applicant to comply with Fusion Triathlon Club's guidance on the use of film / video / photographic images of children, young athletes and vulnerable adults as contained in Fusion Triathlon Club's welfare policy.
- Allows athletes (and their parent / guardians) to provide informed consent to film / video / photography taking place.

This application form must be completed and submitted no later than **5 days** prior to the event / activity.

Applicant details

Name:

Address:

Tel:

Name of company / organisation

Contact name:

Address:

Tel:

In addition please complete answers to the following:

Intended purpose of the film / video / photography

Where will the images taken be displayed / published?

When will this happen?

How will the film / video / photographs be processed?

How will the equipment be used?

Who will have access to the images?

How will the images be stored?

How long will the images be kept?

How will the images be deleted / destroyed?

I have read, understood and agree to comply with Fusion Triathlon Club's guidance for the use of film / video / photographic images of children, young and vulnerable athletes contained in Fusion Triathlon Club's welfare policy and procedures.

I agree to comply with any conditions or restrictions on the taking and use of images deemed appropriate by Fusion Triathlon Club.

I understand and accept that any failure to comply with the aforementioned policies and procedures may preclude future permission being granted and any practice considered to place children, young or vulnerable athletes at risk may be reported to the Police and/or Social Work Department.

I accept that at all times Fusion Triathlon Club reserves the right to prohibit the use of film / video or photography at any event or activity with which it is associated.

Signature of applicant:

Print name:

Signature of company / organisation (where applicable):

Print name:

Position in organisation:

Date:

This form should be returned with photographic evidence of your identification e.g. copy of driving licence or passport.

Appendix 7(d)

**Fusion Triathlon Club race film / video / photography
consent (spectator)**

Fusion Triathlon Club is committed to the welfare of children, young and vulnerable athletes.

In accordance with our welfare policy and procedures, where possible we will not permit film / video or photographic images to be taken without the knowledge and consent of the athlete and their parent or guardian.

Fusion Triathlon Club do not wish to prevent parents, family or friends taking pictures of the athlete they are supporting nor of appropriate mementos of an event including other participants. We will take all reasonable steps to ensure that images are used solely for these intended purposes.

If you become aware of any inappropriate use of images of young or vulnerable athletes you should inform the Club Welfare Officer as soon as possible.

If you have concerns about intrusive or inappropriate photography at a race or event inform the race director/event manager immediately.

Fusion Triathlon Club reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

Please note the film / video or photography of young or vulnerable athletes in pool swims and transition areas is not permitted (except by coaches with prior agreement).

Please complete details below:

Event:

Date:

Name:

Address:

Tel:

I understand and agree to abide by the above and will not publish, allow access to, distribute or reproduce any image of any young or vulnerable athlete without their (and their parent / guardian's) prior knowledge and consent.

Signature:

Race organiser:

Date:

Date:

Fusion Triathlon Club Code of Conduct for Parents/Carers

Fusion Triathlon Club is committed to maintaining the highest possible standards of behaviour and conduct in triathlon, duathlon and related multi-sport activities.

Fusion Triathlon Club's Code of Conduct for parents/carers summarizes good ethical conduct and practice within triathlon. This Code of Conduct applies to parents, guardians, carers, and families. All such individuals have a responsibility to maintain a safe and positive environment for participants in triathlon in accordance with this Code of Conduct.

Parents/carers must:

- Treat everyone equally and with respect, and not discriminate on the grounds of age, gender, ethnic origin, religion, pregnancy or maternity, marital status, sexual orientation or disability.
- Encourage your child to learn Fusion Triathlon Club's rules and the rules of the sport (e.g the British Triathlon Federation's rules and/or the ITF rules, as appropriate to their competition level) and compete within them.
- Publicly accept official's judgements.
- Discourage unfair play and arguing with officials.
- Set a good example by applauding good performance and fair play, whether by your child or by another.
- Help your child to recognise good performance, not just results to avoid undue disappointment.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Never force your child to take part in sport.

Fusion Triathlon Club Code of Conduct for Officials and Volunteers

Fusion Triathlon Club is committed to maintaining the highest possible standards of behaviour and conduct in triathlon, duathlon and related multi-sport activities.

Fusion Triathlon Club's Code of Conduct for Officials and Volunteers summarizes good ethical conduct and practice within triathlon. All officials and volunteers have a responsibility to maintain a safe and positive environment for participants in triathlon in accordance with this Code of Conduct.

Officials and volunteers must:

- Treat everyone equally and sensitively regardless of age, gender, ethnic origin, disability, marital status, sexual orientation, pregnancy or maternity, religion or belief.
- Consider the wellbeing and safety of athletes before the development of performance.
- Maintain appropriate working relationships with athletes in accordance with Fusion Triathlon Club's Welfare Policy.
- Follow Fusion Triathlon Club's policies and procedures.
- Promote ethical principles and encourage participants and instructors/coaches to abide by the rules and spirit of triathlon.
- Hold appropriate valid qualifications and insurance cover.
- Ensure that training and supervision is provided with suitably qualified instructors/coaches.
- Ensure all equipment and facilities meet safety standards.
- Show respect to officials, instructors/coaches, participants and others involved in the sport.
- Not influence the result of a competition by any actions that are not within the rules of the sport.
- Always have regards to the best interest of the sport, including where publicly
- Expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
- Not manipulate the rules in order to benefit yourself personally or your club.
- Not condone rule violations, rough play or the use of banned substances and technique

Fusion Triathlon Club Policy on the Recruitment of Ex-offenders

Fusion Triathlon Club undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject on the basis of conviction or other information revealed.

We will only request a standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a Disclosure we will make this clear on the application form, job advert and in any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview (or via self-disclosure form only opened if selected as interview candidate) that is directly relevant to the position sought could lead to an offer of employment being withdrawn.

At interview or when receiving a disclosure which shows a conviction, we will take the following into consideration:-

- Whether the conviction is relevant to the position being sought
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern offending behaviour
- Whether the applicant's circumstances have changed since the offence took place.

Any individual on the Disqualified from Working with Children List commits a criminal offence by applying for a "childcare" position whether salaried or otherwise. Under our obligations from the Protection of Children Scotland Act (2003) Fusion Triathlon Club will request enhanced Disclosure Scotland checks on all personnel in childcare roles as part of our recruitment and selection process.

We will ensure that all our staff involved in the recruitment process are aware of this process and have received relevant training and support.

We will make a copy of this policy and our recruitment and selection procedures available to all applicants for posts with Fusion Triathlon Club which require disclosure.

Appendix 11.

**Fusion Triathlon Club policy on secure handling, use,
storage and retention of disclosure information**

In accordance with the Scottish Executive Code of practice for registered persons and other recipients of disclosure information, Fusion Triathlon Club will ensure the following practice;

- Disclosures will only be requested when relevant and necessary to a particular post and the information provided on the certificate only used for recruitment purposes.
- Fusion Triathlon Club will ensure that the individual's consent is given before seeking a disclosure and will seek their consent before using disclosure information for any other purposes than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to Fusion Triathlon Club and not to the applicant, Fusion Triathlon Club will not disclose this information to the applicant but will inform them of the fact that additional information has been provided, should this have affected the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this information.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details will be retained:-
 - Date and issue of disclosure
 - Name of subject
 - Disclosure type
 - Position for which disclosure was requested
 - Unique reference no. of disclosure
 - Recruitment decision taken.
- Fusion Triathlon Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- Fusion Triathlon Club will make a copy of this policy and their recruitment and selection procedures available to any applicant for a post which requires disclosure.

In anticipation of a sportscotland expert panel being established to assist sport governing bodies in interpretation of additional disclosure information made available to Fusion Triathlon Club but not the applicant, Fusion Triathlon Club reserves the right to seek their advice on recruitment where appropriate. If a recruitment decision is affected by additional information supplied to us but not the applicant, they will be informed of this but not the content of the information, as previously stated.

Protection of Vulnerable Groups (PVG) Scheme

Fusion Triathlon Club is committed to the protection of children and vulnerable adults within the sport and have a duty to ensure the suitability of any individuals working with them.

Fusion Triathlon Club require all persons applying for posts which put them in contact with children and/or vulnerable adults to complete a PCG check. This is conducted through Disclosure Scotland and Triathlon Scotland as the registered body, all details contained remain confidential. A registered body is needed to apply on behalf of an individual for Standard or Enhanced Disclosures. This is a legal requirement under Part V of the Police Act 1997.

Requesting disclosure records

It is an offence for an organisation to offer regulated work to someone who is barred or to fail to remove a person from regulated work if they have been notified that they are barred. In order to avoid committing this offence Fusion Triathlon Club will ensure that any individual being recruited to do regulated work is a PVG Scheme member by asking for the most appropriate disclosure record. Fusion Triathlon Club will use the Scheme Record for new members and Scheme Record Update for existing members.

Only registered bodies can access Scheme Records and Scheme Record Updates. As Fusion Triathlon Club is not a registered body they will use Triathlon Scotland to do this on their behalf.

What is a disclosure?

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions.

Disclosure information could include:

- Details of criminal records
- Information about a persons inclusion on children's or adults' lists
- Other relevant information held by a local police force or Government Body
- Or state that there is no information

The information included on the document will depend on the type of disclosure applied for.

Under Part 5 of the Police Act 1997 ("the 1997 Act"), the Scottish Ministers may carry out criminal record checks. There are three levels of checks: the criminal conviction certificate (basic disclosure); the criminal record certificate (standard disclosure); and the enhanced criminal record certificate (enhanced disclosure). Most enhanced checks are carried out for the purpose of assessing the suitability of a person for working with vulnerable groups and will apply to most positions out with the ordinary membership within Fusion Triathlon Club.

When Fusion Triathlon Club asks an individual to do regulated work with children and / or regulated work with adults for them for the first time (whether an existing or new member of staff), they will ask the individual to join the PVG Scheme

Application form

When an individual wishes to join the PVG Scheme, they will need to fill in a detailed application form and provide proof of identity, just like for enhanced disclosure.

(A simpler application form is available for subsequent disclosure applications by PVG Scheme members.) This application form will need to be countersigned by Triathlon Scotland as the registered body.

Where an individual applies to join the PVG Scheme in anticipation of doing regulated work or for a personal employer, Disclosure Scotland will carry out authentication by checking the evidence of identity provided by the individual. Copies of supporting documentation should be provided with the application. Original documents should not be sent.

Where an individual applies to join the PVG Scheme at the request of a registered body, they will verify that identity documentation has been shown to them and countersign the form. Disclosure Scotland will still carry out some identity checks of its own and if necessary might request copies of supporting documents from applicants.

Processing a PVG Scheme membership application

When an application to join the PVG Scheme is received, Disclosure Scotland will first check that the individual is not already barred from doing regulated work. If the individual is barred, they will be refused PVG Scheme membership. If the individual is not barred, Disclosure Scotland will create a unique record of scheme membership for the individual and search for vetting information from a range of sources.

If vetting information is found about an individual which does not have a bearing on the individual's suitability to do regulated work, then it will be added to their record. If the application was in respect of a Scheme Record, this vetting information would appear on it.

If vetting information is found about an individual which does have a bearing on the individual's suitability to do regulated work, then it will still be added to their record. Additionally, it will be examined by the Protection Unit at Disclosure Scotland to determine whether or not to put the individual under consideration for listing.

If an applicant for PVG Scheme membership is placed under consideration for listing, that person will still become a PVG Scheme member during the time the consideration is taking place, and the disclosure record issued in response to the application will state that fact. If the application was in respect of a Scheme Record, the vetting information would also appear on it.

Disclosure Scotland will keep the individual's PVG Scheme membership and vetting information up to date. This process is called continuous updating and is one of the biggest differences between enhanced disclosure and the PVG Scheme.

(Enhanced disclosures simply provided a snapshot of a person's criminal conviction history at the point-in-time when the disclosure was issued. No information was updated by Disclosure Scotland until a further application, if any, for an enhanced disclosure was made and a new enhanced disclosure was issued).

Issuing disclosure records

Assuming the individual is not barred, Disclosure Scotland will issue the requested disclosure record and this will also mean that the individual is now a member of the PVG Scheme:

- A Scheme Record is issued to the individual and the person in the registered body (Triathlon Scotland) who countersigned the application.
- A Scheme Membership Statement is issued to the individual and to the personal employer who countersigned the application (if any).

What happens next?

Once an individual is a PVG Scheme member:

This means that access to disclosure records is much faster because all the information is already held by Disclosure Scotland.

- Any new vetting information that comes to light about a PVG Scheme member will be assessed. If the information suggests that the PVG Scheme member may have become unsuitable to do regulated work with children or protected adults, then they will be placed under consideration for listing.
- Disclosure Scotland will keep a record of registered bodies and regulatory bodies which have an interest in the individual.
- If a PVG Scheme member is placed under consideration for listing or barred, the individual and any organisation(s) with an interest in the individual will be notified.

Types of Disclosure

Three types of Disclosure exist

- The Scheme Record
The Scheme Record is the replacement for enhanced disclosure for work with vulnerable groups.
Purpose
The Scheme Record is designed for use by organisations when asking an individual who does, or is being recruited to do, regulated work for them to join the PVG Scheme for the first time (or where a Scheme Record Update reveals a change to vetting information). The organisation must be a registered body or use an umbrella body (Triathlon Scotland) to act as a registered body on their behalf.
- The Scheme Record Update
The Scheme Record Update is a new type of disclosure. It is designed to be a quicker, cheaper and simpler check for organisations recruiting individuals who are already PVG Scheme members.
Purpose
The Scheme Record Update is designed for use by organisations when asking an individual who is already a PVG Scheme member (and who has already had Scheme Record issued in the past) to do regulated work for them. The organisation must be a registered body or use an umbrella body (Triathlon Scotland) to act as a registered body on their behalf.
- The Scheme Membership Statement
The Scheme Membership Statement is a new type of disclosure.

Purpose

The Scheme Membership Statement is designed for personal employers asking an individual to do regulated work for them or for pre-emptive use by individuals who intend to do regulated work at some point in the future. As it is for sharing with personal employers, it does not contain vetting information.

What scheme membership means

Just because an individual is a PVG Scheme member (and so not unsuitable to do that type of regulated work) does not necessarily mean that the individual is suitable to work in a specific position. That decision must always be taken by Fusion Triathlon Club, informed by the content of the individual's Scheme Record as well as other good recruitment and employment practice.

What information is contained in the Scheme Record?

The Scheme Record shows basic membership information (common to all three types of disclosure record):

- The type(s) of regulated work in respect of which the individual is a PVG Scheme member (thereby confirming that the individual is not barred from regulated work of that type); and
- If the individual is under consideration for listing for the type(s) of regulated work, states that fact.

The Scheme Record also includes any vetting information that exists in relation to the individual. Vetting information is:

- Convictions and cautions held on central records in the UK;
- Whether the individual is included on the sex offenders register;
- Relevant non-conviction information provided by police forces;
- Prescribed civil orders.

The Scheme Record also includes the following personal membership information:

- Name, address, date of birth and PVG Scheme membership number of the individual;
- The unique disclosure number of the Scheme Record;
- The name and address of the registered body and counter signatory details - on the copy for the registered body copy and any regulatory body; and
- The name and address of the regulatory body and registration number - on any copy for a regulatory body only.

Prescribed civil orders

The civil orders that can be disclosed on the Scheme Record are:

- A sexual offences prevention order (or interim order) under the Sexual Offences Act 2003 ("the 2003 Act");
- A foreign travel order under the 2003 Act;
- A risk of sexual harm order (or interim order) under the 2003 Act;
- A notification order (or interim order) under the 2003 Act; and
- A risk of sexual harm order (or interim order) under the Protection of Children and Prevention of Sexual Offences (Scotland) 2005.

Usage

A Scheme Record is to be used in broadly the same way as an enhanced disclosure. But:

- Unlike enhanced disclosure, a Scheme Record will not be issued if the individual is barred. Instead, a letter would be issued to the individual and registered body.
- Unlike enhanced disclosure, a Scheme Record is portable. That is, it relates to one or both workforces and is not specific to the post.
- The Scheme Record Update should be used for existing PVG Scheme members who already have a Scheme Record.

Membership matters for individuals

One consequence of the PVG Scheme being a membership scheme is that the individual has an ongoing relationship with Disclosure Scotland and that some PVG Scheme documentation issued has an ongoing relevance. This is different to the enhanced disclosure process.

Looking after disclosure records

All disclosure records contain the individual's PVG Scheme membership number, which will not change (unlike the disclosure number which is unique to every disclosure record issued). PVG Scheme members should keep a careful note of this number as it will speed up any applications made to Disclosure Scotland at a later date. Any Scheme Record issued to a PVG Scheme member should be retained, in case any organisation wants to see it when the individual seeks to do regulated work elsewhere. The most recent Scheme Membership Statement should also be retained, in case any personal employer wants to see it. (Scheme Record Updates are not portable and can be destroyed.)

Notifying Disclosure Scotland of changes to personal information

The PVG Act requires PVG Scheme members to notify two types of change to personal information to Disclosure Scotland within three months of the change taking effect, these being:

- A change in the member's name; or
- A change in gender (as indicated by the issue of a full gender recognition certificate).

Failure to do so, without reasonable excuse, is an offence.

Individuals should keep other personal information up to date too. Ensuring Disclosure Scotland has, for example, a current home address, telephone number or email address means that contact can be made quickly in the event of any query about PVG Scheme membership. It will also ensure no delay in issuing a subsequent disclosure record. A change in personal information will sometimes require re-vetting. This process can take time. If the change in personal information only comes to light at the time of a disclosure application, this will delay the issuing of the disclosure record. In particular, it would prevent a Scheme Record Update been available on-line, when this service becomes available in 2011.

Stopping doing regulated work for an organisation

PVG Scheme members should notify Disclosure Scotland if they cease to work for a particular organisation. When Disclosure Scotland receives such a notification, it will seek confirmation from the organisation before removing the organisation's interest in

the individual. There is no requirement on individuals to do this but, if they do not, they risk previous employers being notified of any consideration for listing or listing decision.

Leaving the PVG Scheme

A PVG Scheme member may ask to leave the PVG Scheme in respect of one or both workforces at any time, provided they are no longer doing the type of regulated work to which their request for removal relates. An individual with no interested organisations will normally be assumed to be no longer doing regulated work and therefore free to leave the PVG Scheme. But note that if the individual wished to re-join the PVG Scheme at a later date, the application process (including fee charged) would be the same as if they had never been a PVG Scheme member.

Disputing vetting information

Individuals may request correction of any information on their Scheme Record including the vetting information. A review of conviction information, sex offender notification details and details of civil orders can be requested on the grounds of accuracy (i.e. that a particular conviction, caution or civil order does not belong to the individual or is incorrectly described). A review of non-conviction information provided by the police can be requested on the grounds of accuracy or relevance to the regulated work performed by the PVG Scheme member.

Disputes about the accuracy of vetting information in a disclosure record must be raised within 3 months of the date of the scheme record being issued. There is detailed guidance about how to dispute the content of disclosure records on the Disclosure Scotland website.

Falsification of disclosure records

Section 65 makes it an offence to falsify a disclosure record. Reasons why an individual might attempt to falsify a disclosure record include attempting: to avoid paying a fee for a disclosure application; to avoid embarrassment over some historic incident or conviction; or to obtain a position, or enter regulated work generally, unlawfully.

It should be noted that there are a number of security measures which make falsifying a disclosure record extremely difficult. These include information on the disclosure records which can be corroborated against identity documentation presented by the individual.

Doing regulated work when barred

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

Using disclosure information for recruitment decisions

Fusion Triathlon Club is entitled to use all vetting information on a Scheme Record to inform a recruitment decision. However, Fusion Triathlon Club must apply any criteria around vetting information in a fair, consistent and proportionate manner. The criteria should be identified in advance and linked to the specific role. An individual who is allowed to become or remain a PVG Scheme member is not unsuitable to do regulated work. However, vetting information may indicate that they are not suitable to do a particular job. For example, recent driving convictions may exclude an individual from doing a job which involves driving.

Fusion Triathlon Club can refuse to recruit or continue to use an individual to do regulated work if that individual refuses to consent to PVG Scheme membership or disclosure records without reasonable grounds to do so.

After receiving an individual's disclosure record from Disclosure Scotland, Fusion Triathlon Club will only use this to help them make a recruitment decision. Fusion Triathlon Club will not use it for a purpose other than the reason it was originally requested. Usually this will be part of the process of deciding on that individual's job application. Fusion Triathlon Club will not pass it on to anyone who is not involved in making the recruitment decision. To do so, Fusion Triathlon Club would be committing an offence.

Retention of disclosure records

Disclosure records retained by an Fusion Triathlon Club (for however long or short a period) will be stored securely. Secure storage means, for example, that the record will be stored in a locked and non-moveable storage unit to which people in general do not have access.

Fusion Triathlon Club will not retain disclosure records indefinitely. However, they will retain details of when the check was made, the disclosure reference number, and the date of the check and for whom it was carried out. This can provide evidence if needed, for example, to an inspection body that appropriate checks have been carried out on staff.

Fusion Triathlon Club are aware of the need to comply with the Data Protection Act 1998 which requires that personal information should be kept only for as long as it is required for the purposes for which it was obtained.

Appendix 13.

Fusion Triathlon Club Feedback form

Following every training camp or team competition, all coaches and head coaches may be required to provide feedback on the event, the provision made to safeguard children and the practice of all of those involved.

In addition all participants may be required to anonymously complete a questionnaire about their perceptions of the event, see below. This will be collected by the team manager in an envelope sealed in front of the participants and forwarded to the Club Welfare Officer (or their nominee).

Event /Camp (delete as appropriate):

Date(s)

Head coach / Team manager

Other Personnel

Venue (accommodation)

No. of participants

Did you enjoy the event /camp?

YES / NO

Please give reasons for your feelings in answer to above

Was the food and accommodation suitable?

YES / NO

If no please state why

Were there suitable staff to help you at the event /camp?

YES / NO

If you answered no, please give your reasons below

Did staff contribute to the outcome of the camp / event results?

YES / NO

If no, please state what you think could have changed this

Did the participants / team work well together?

YES / NO

If no, please give the reasons you think were behind this

Based on your experience at this event / camp would you like to be involved in further similar activities? YES / NO

Please add any further details below

Is there anything you would have liked to change about the event /camp which could have improved your experience of it?

Thank you for taking the time to complete this form

Appendix 14

Fusion triathlon Club race organiser's pack

under development

Appendix 15.

Fusion triathlon Club code of conduct for junior/youth camps

I am aware that I am an ambassador for my family, my sport and my country and I take full responsibility for my actions. I have read this contract with my parent/guardian and, understand the guidelines set out below and agree to comply.

I agree that I will:

- Not smoke, possess or consume alcohol or any illegal or performance enhancing drugs.
- Not use foul, or abusive language.
- Not engage in sexual activity.
- Not tolerate or be involved in discrimination of any kind
- Not leave the camp during events/activities unless accompanied by a member of staff.
- Not enter any accommodation other than my own.
- Compete within the rules and respect officials, and referee's decisions.
- Keep to agreed timings for training and competitions and inform managers or coaches if I am going to be late.
- Attend all activities, unless agreed with the team manager/coach.
- Wear suitable kit for training and competition, appropriate team kit when assembling, travelling, at other functions or occasions as notified by team manager/coach.
- Complete any relevant consent forms prior to the camp.

Sanctions

Breaches of the code of conduct shall be dealt with by the head coach. He/she may report the incident to the appropriate individual, if they are unable to deal with the situation themselves, who shall take further action as deemed necessary.

Signed (participant):

Date:

Signed (parent/guardian):

Date: