



Triathlon Ireland Safe Recruitment Policy

Revised August 2018

→ Introduction

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable members as well as facilitate and enhance the operations of Triathlon Ireland (hereafter referred to as TI) and its clubs. The procedures following are produced to ensure all TI staff, relevant volunteers and stakeholders have a clear understanding of the policy and how it applies to their role. This

document will be reviewed on a regular basis.

These procedures were submitted and approved by the Safeguarding Committee. All previous procedures are superseded by this version with effect from August 2018.

Any issues arising from the transition between previous procedures and these shall be determined by the CEO, in consultation, where such issues are material, with the President.

This document may be amended from time to time by the Safeguarding Committee. The definitive text of this document in force is the version contained on the TI internal server under Safeguarding Policies. Any printed text or electronic copy held elsewhere is only a snapshot of the text at the time it is printed, copied or downloaded.

→ Safe Recruitment

Clubs and event organisers must take all reasonable steps to ensure that volunteers, coaches (paid and volunteer), physiotherapist, athlete support personnel at club sessions and races are suitable to work with juniors and/or vulnerable adults.

Who should the safe recruitment protocols be used for?

All adults, intending to work as volunteers or to be employed, with access to or involved in the management of policies concerning children.

These positions at all levels would include, but not limited to;

- › Club Children's Officer
- › Designated Liaison Person
- › Committee members
- › Junior coach, leader, assistant
- › Event Designated Person
- › Adult traveling with children

- › Officials
- › Photographers

There are certain positions where there is no unsupervised involvement or direct responsibility for children eg. those marshaling as a 'once off' at an event, where a recruitment process may not need to be enforced.

For these roles where it is not deemed necessary to vet, volunteers should still sign in to say they agree to the code of conduct and work under the supervision of an appropriate person.

1) Vetting: Garda Vetting or Access NI check through TI prior to taking up their role. Vetting should not be used as a standalone protocol and should be done in conjunction with the other safe recruitment steps. Triathlon Ireland can only process vetting for its members so the individual must join Triathlon

Ireland. If they are coaching or leading sessions they will need a training licence. If they are marshaling or supervising they can sign up as a siteuser.

- Applicants cannot begin their role until their vetting is returned and they have received an email from the National Children's Officer. This email states whether their vetting has been successful and should be forwarded by the applicant to the Club Children's Officer.
- Access NI applicants receive a disclosure directly and the TI National Children's Officer will be informed by our authorized signatory whether there is information on the disclosure. The applicant will then have 7 days to provide the TI National Children's Officer with the original disclosure certificate.

Those helping as a ‘once off’ at an event do not need to be vetted. However, they should be supervised by qualified volunteers nominated by the Club Children’s Officer and should be given roles with minimal interaction with the competing junior athletes.

2) Education: Attend a 3 hour Child protection in sport basic awareness course (Safeguard 1 in ROI and Safeguarding Children and Young People in Sport Workshop in NI).

3) Code of Conduct: Sign and agree to abide by the TI code of conduct (Form 8 or Form 10), providing references if they are new to the club (Form 8). This form is returned to the TI office where reference checks are carried out.

ROLES AND REPORTING

It is the responsibility of the club/race director to ensure that anyone involved with young people are suitable with regard to the requirements for the welfare and protection of children. The club Children’s Officer should keep a database of volunteers in the club recording the date of their last vetting with TI, the date they attended the Safeguard 1 course and the date they signed the code of conduct for the current year.

Introducing volunteers and staff to club safeguarding procedures as part of their induction helps to embed these protocols and reduce the vulnerability of children as well as the leaders/

coaches. The following should be included as part of the induction.

- › An agreed probationary period should be agreed to ensure the person is suitable for the position.
- › All volunteers should receive support and assistance in their role – supervision may be a mandatory requirement and provides an effective means to assess future training and education needs.
- › Volunteers should be informed of how and who to report to either in a club or event setting.
- › Volunteers should be made aware of their rights as TI volunteers;
 - Access to training and information about the event,
 - Clear role description for the event,
 - Clear reporting structures in case of emergency,
 - Protection from abuse by participants/parents/officials/ other volunteers,
 - Not to be left vulnerable while working with children,
 - Support from race director and TI.
- Volunteers should feel comfortable to come forward if they are unhappy about anything regarding safety or safeguarding and feel supported by the Club Children’s Officer.

RECRUITING FROM OUTSIDE TI

If a club is recruiting a coach, strength and conditioning coach, guide etc. from outside the

organisation who will be in regular contact with juniors in the club they should employ the safe recruitment protocol and will need to complete Garda vetting/Access NI through TI.

It is not enough for a coach to inform a club that they are ‘vetted’ or have completed an Access NI application, as this does not mean that the individual had a NIL disclosure (no convictions) and that they have been deemed suitable to work with children. A completed vet is not the same as a successful vet.

Each organisation has to vet separately as they will have different thresholds and information is not shared.

TI can only vet its own members. If the outside coach is coaching under their own insurance then they can be set up as a TI ‘site user’ on the TI membership system in order to be vetted through TI. The outside party must state ‘outside junior coach/physio’ as their role on their vetting paper application.

COACHES ON WEBSITE

TI maintain a list on their website which shows qualified adult and junior coaches. Coaches qualifications can also be checked with TI by emailing coaching@triathlonireland.com

FORMS & RESOURCES

[Garda Vetting Form.](#)
[Access NI Form](#)

[How to complete the above forms](#)

[Code of Conduct: Form 8](#)

[Code of Conduct: Form 10](#)

[Sport NI Safeguard Course Calendar](#)

[Local Sports Partnership Finder](#)

[TI Safeguarding information](#)