



Safeguarding Guidelines for Event Organisers

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This document should be used in conjunction with the Triathlon Ireland [Event Management & Safety Plan](#).

Introduction

This document is for organisers of events for the following groups.

- Children's events (under 18's)
- Other events including sprint, standard, tri where 15 - 17-year-olds are taking part.
- Events where vulnerable adults are taking part.

The purpose of this document is to ensure best safeguarding practice and procedures exist to protect vulnerable persons and children as well as facilitate and enhance the operations of Triathlon Ireland (hereafter referred to as TI) and its clubs and events. 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 All previous procedures are superseded by this version with effect from December 2023. 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 from time to time 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.

Safeguarding is a priority. Triathlon Ireland will work with Race organisers to ensure that all events are a safe place with an appropriate environment for young people.

All events where young people under the age of 18 are taking part will need to introduce safeguarding protocols appropriate to the age group taking part.

Event organisers should be aware that under 18's can enter sprint, tri and standard distance events if they are the appropriate age by the end of the year.

The protocols are proportionate to the age group, for example there are more requirements for junior events versus sprint events where young people aged 15+ are taking part.

We would encourage event organisers to allow young people to enter their events and seek support from Triathlon Ireland as early as possible so we can assist in getting the protocols in place. If your club or organisation does not have someone who can take on this role please alert the Triathlon Ireland safeguarding team as early as possible. We will have a pool of qualified people from other clubs who may be able to support you with your race prep and on the day. This will incur a fee paid directly to the individual.

Duty of Care

An event organiser's duty is to take all reasonable steps to ensure that individuals will be safe to participate in activities for which the event organiser is responsible.

Legal Duty of Care – focus on health and safety (Event Management and Safety Plan).

Moral Duty of Care – responsibility for safety and welfare (Safeguarding Protocols).

Safeguarding is the responsibility of everyone organising and volunteering at an event.

Definitions

Junior athlete:

For the purposes of this document a junior athlete, child or young person is a person who is under 18 while participating in an event or training session.

It is important to note here that this includes 15–17-year-olds who take part in adult events.

Adult at Risk:

Adult at Risk (formerly vulnerable adult) - Republic Of Ireland:

A person, other than a child, who –

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- (d) has a physical disability which is of such a nature or degree –

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
- (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Legislation: [\(National Vetting Bureau \(Children and Vulnerable Persons\) Act 2012\)](#)

If you have an adult at risk at your event you have a duty of care to put provisions in place to support them.

Vulnerable adult - Northern Ireland:

(1) A person is a vulnerable adult if they have attained the age of 18 and

- a. are in residential accommodation,
- a. are in sheltered housing,
- a. receives domiciliary care,
- a. receives any form of health care,
- a. is detained in lawful custody,
- a. is by virtue of an order of a court under supervision by a probation officer,
- a. receives a welfare service of a prescribed description,
- a. receives any service or participates in any activity provided specifically for persons who fall within paragraph (9),

- a. payments are made to him (or to another on his behalf) in pursuance of arrangements under section 8 of the Carers and Direct Payments Act (Northern Ireland) [2002 \(c. 6\)](#), or
- a. requires assistance in the conduct of his own affairs.

Legislation: <https://www.legislation.gov.uk/nisi/2007/1351/article/3/made>

Northern Ireland: While you might have vulnerable adults or adults at risk in your club your volunteers are unlikely to be in regulated activities with them as race organisers as event organisation does not fall into this category. However there are two external contractors who may be classed as providing regulated activity at events.:

- First aider/medical team
- Transport team - if you are busing people or transporting them to the event or start line.

Information: [Regulated activity with adults](#)

Compliance

Adult Clubs Running A Junior Event in ROI

Under Children First legislation in ROI and following consultation with Sport Ireland, race organisers who belong to an adult-only club or are a commercial entity will need to complete a Safeguarding Risk Assessment and a Child Safeguarding Statement. The Child Safeguarding Statement should be posted to the race website/Facebook page along with race details. If there is no website it can be emailed out with race details. This falls under Schedule 1 section 2, (5a) of the Children First Act, 'the provision of recreational, leisure, social or physical activities to children'. The risk assessment is completed as part of the Event Management Plan.

Adult Clubs Running A Junior Event in NI

Race organisers in Northern Ireland who are in clubs with no junior section or are a commercial entity will just need to complete a risk assessment.

Junior Clubs Running A Junior Event

Clubs with junior sections will have a Child Safeguarding Statement and Safeguarding Risk Assessment complete already.

Documents:

[See link to Children First Safeguarding Statement](#)

The Safeguarding Lead (formerly Designated Person)

Safeguarding Lead:

The Safeguard Lead is the person responsible for ensuring that the event is run in accordance with Triathlon Ireland's Safeguarding policies and best practice guidelines before, during and after the event. They should ensure that the event is a child/ young person - centered environment.

The Safeguarding Lead can be the Club Children's Officer/Safeguarding Officer, Designated Liaison Person or another suitably qualified club member. A club can also recruit a TI member from another club who has all of the qualifications in place to take on this role.

The Safeguarding Lead must have the following complete:

Republic of Ireland

- Garda Vetting
- Safeguarding 1 course
- Sign a TI Code of Conduct.

Northern Ireland

- Safeguarding Children and Young People in Sport Course
- Sign a TI Code of Conduct.

Safeguarding Responsibilities

Safeguarding is the responsibility of everyone involved in organising the event and not just the event organiser and Safeguard Lead

Safeguarding Lead Safeguarding Responsibilities

Prior to the event:

1. Develop the safeguarding plan in collaboration with the event organising committee and event organiser. This will include:
 - o Number of safeguarding qualified marshalls or volunteers you have for a junior event.
 - o Roles and responsibilities being allocated to marshalls/volunteers.
 - o Finish Line handover procedure (junior events).
 - o Briefing of volunteers.
 - o Communication going out to parents/carers, volunteers, external contractors.
 - o Reporting procedures for events.
2. Complete the safeguarding risk assessment in the Event Management and Safety Plan. Consult with the TI National Children's Officer and TI Technical delegate where necessary.
3. Establish which volunteers are qualified to supervise children and other unqualified volunteers using the [Triathlon Ireland Safe Recruitment Policy Guidelines](#).
4. The Safeguarding Lead should ensure they are familiar with the TI Codes of Conduct for:
 - o [Children](#)
 - o Parents/Carers (see template below)

- o Volunteers/Event Organisers (see template below)
- 5. Establish a handover protocol for the finish line at the end of the event (children only events).
- 6. Establish travel arrangements for children where necessary using the [Triathlon Ireland Travel, Overnight Stays and Supervision Policy](#).
- 7. Establish missing child procedures using the [Triathlon Ireland Missing Children and Young People at Events procedures](#).
- 8. Ensure correct children's sign in sheets are on hand for the event - where required.
- 9. Hold a list of all underage participants, emergency contact details and medical information for use in case of emergency during the event. This information will be provided by TI through the online registration system if the event is using the TI system. If not using the TI system, events must collect this information.
- 10. Communicate safeguarding information to parents/carers and volunteers. This can be done along with the event brief that will be sent out prior to the event. See templates below.

During the event

1. Ensure all volunteers, children and parents/carers are aware of who the Safeguarding Lead is and how they can be contacted eg. photo and phone number of the Safeguarding Lead attached to the event brief. Safeguarding Lead should wear a high vis jacket (with 'Safeguarding Lead' or similar written on it).
2. Receiving, responding to and managing safeguarding issues during the event.
3. Ensure additional needs of participants are addressed. Where possible this information should be collected in advance of the event so for example, accessibility for an athlete with a physical disability may need to be addressed, a young transgender athlete may have concerns about changing areas. You should be available to advise and assist with these types of concerns.
4. Ensure all volunteers & photographers have signed in.
5. Ensure [TI Code of Conduct Poster](#) is displayed.
6. Brief the volunteers at the event regarding safeguarding protocols including what to do if they have an injured junior on the course or a junior who has pulled out of the event. All volunteers should have the safeguarding leads contact number on their phone. If it is an emergency the marshal should call for medical assistance immediately and let the Safeguard Lead know. Safeguard Lead will be able to advise of any medical conditions and contact the parent/carer. If it is not an emergency the marshal should contact the medical team if they need medical attention and the Safeguarding Lead to let them know there is a junior injured on the course. Safeguard lead can advise depending on the location of the junior athlete. **It is recommended to have a number of people on the safeguarding team for larger events. If you have an injury on the course one person could be dispatched on a bike to support the marshall or medical team.**
7. For sprint events, let the participants know that there are under 18's on the course - this can be included in the overall briefing on the day. No need to specifically identify the young people. Creating this awareness will help in creating an environment suitable for young people.
8. Ensure risks identified using the risk assessment have been mitigated where possible.
9. Organise and implement a safe handover procedure at the finish line of the event (children's events). Ensure parents/carers are aware of handover times and protocol.

While this is not required for 15-17 year olds you should still ask parents to be near the finish where possible.

After the event

1. Pass on any safeguarding concerns to the TI National Children's Officer (safeguarding@triathlonireland.com) and the statutory authorities, if appropriate, as per the TI Recognising and Reporting Safeguarding Concerns Policy.
2. Review the safeguarding protocols at the event to identify anything that could be improved for the next event.

Event Organising Committee Safeguarding Responsibilities.

. Organising Committee should:

1. Appoint and support appropriate qualified Safeguarding Lead.
2. Review the Event Management and Safety Plan and safeguarding risk assessments and discuss potential issues with the Safeguarding Lead.
3. Approve children's event distances as per World Triathlon rules and TI Derogations - Children's Events - Triathlon Ireland.
4. Liaise with the event Technical Delegate regarding safeguarding protocol.
5. After the event, review and discuss any issues which arose and ensure any issues are reported to the Triathlon Ireland National Children's Officer. Note: anyone can pass on concerns to the safeguarding lead or statutory authorities.

Event Organiser Safeguarding responsibilities:

1. Site visit with Safeguarding Lead if required to identify any issues to include in the safeguarding risk assessment.
2. Collaborate with the Safeguarding Lead and event committee to complete the safeguarding section of the Event Management and Safety Plan including the safeguarding risk assessment and ensure safeguarding requirements are actioned.
3. Ensuring adequate medical cover at the event as per Triathlon Ireland Medical Guidelines.
4. If the event is an adult event with 15–17-year-olds taking part this should be included in the overall briefing/pre-event information for all event participants. *This is to ensure that adults on the route who may be interacting with young athletes are aware they may be interacting with young people and marshals are aware that there are under 18's on the course in case of emergency.*
5. Promote a child - centred environment at the event by briefing marshalls and volunteers to ensure they know what and how to report, displaying the Code of Conduct poster at events and distributing relevant policies prior to events via email, event socials, website or event briefing.

Event Management and Safety Plan

Safeguarding Information and Risk Assessment - See Safeguarding section.

- Children's event
- Events with 15–17-year-olds taking part

Safety Risk Assessment.

The risk assessment is an element of all Event Management and Safety Plans and must be filled out. This will cover general safety for the event.

Safeguarding Risk Assessment

All events with Under 18s including sprint, standard and tri events should complete a Safeguarding Risk Assessment.

A safeguarding risk assessment should look at all areas where harm could come to a child, young person or vulnerable person while taking part in the event. It should be specific to each event. This should be completed by the Safeguarding Lead. Some areas to be considered should include:

- Ratios for supervision including changing room supervision.
- Shared toilet and changing room access.
- Appropriately qualified volunteers for junior events (safe recruitment).
- Photography at the event.
- Communication with parents/carers and marshalls.
- Finish line handover procedures.
- Public access to the event area.
- Missing participants.
- Codes of conduct.
- Are young people aware of how to report and who to report to.
- Athletes injured on the course.
- Potential language barriers.
- Young people with additional needs.

Sample safeguarding risk assessment - children's only event. (please do not copy and paste this into your EMP - this must be specific to your event)

Potential Safeguarding Hazard	Safeguarding Risk	Level	Measure to be taken to Minimise/Eliminate risk	Level
Children and adults using changing rooms at the same time	Children in a vulnerable position while alone with adults	Med	Wave times are different so that children and adults don't overlap and parents/carers asked to accompany children to the changing rooms or changing rooms will be supervised (2 qualified supervisors per room)	Low
Children injured on the course and alone with a marshall	Children in a vulnerable position while alone with an adult	High	Marshalls briefed regarding protocol if this happens. Call for medical assistance, call Safeguard Lead who has emergency contact for each child. Preservation of life or prevention of severe injury or illness is paramount. 2nd Safeguard lead attends with medical team or on foot/bike if close by.	Low
Children wander off from the main event area or at the finish.	Children missing or abducted	Med	Children in sight of marshalls at all times during the event. Children held at the finish line to be collected and handed over. Parents/carers asked to accompany children to the changing area. Missing child protocol in place.	Low
Inappropriate photographs of children athletes, taken, kept or posted	Photos of children athletes used inappropriately or without permission	Med	Official photographers signing in and have been issued photography guidelines. Photography guidelines and reporting procedure distributed generally via the briefing & email. Parents/clubs asked to only photograph their own children. No photography permitted in the pool area.	Low

Sample safeguarding risk assessment - 15- 17-year-olds (please do not copy and paste this into your EMP - this must be specific to your event)

Potential Safeguarding Hazard	Safeguarding Risk	Level	Measure to be taken to Minimise/Eliminate risk	Level
Young people and adults using changing rooms at the same time	Young people in a vulnerable position while alone with adults	Med	Young people given a time slot for the changing room or parent/carer asked to accompany them.	Low
Young person injured on the course and alone with a marshall	Young person in a vulnerable position while alone with an adult	High	Marshalls briefed regarding protocol if this happens. Call for medical assistance, call Safeguard Lead who has emergency contact for each young person. Preservation of life or prevention of severe injury or illness is paramount. 2nd Safeguard lead attends with medical team or on foot/bike if close by.	Low
Inappropriate language used around or to a young person at the event by other competitors.	Young person made to feel uncomfortable and potentially upset	Med	All competitors briefed that there are 15+ year olds taking part and to be mindful of this during the event.	Low

Handover Protocol and Procedures for missing participants

Note: handover protocol is only required for children only events.

- Times of particular concern are when children are arriving at/leaving the event or when they are transferring between venues and facilities.
- The handover of young athletes back to their parents/carers after the event is a crucial stage. A system should be put in place to ensure the correct parent/carer is collecting the correct child. For example, one system could be to print the event numbers onto labels which are given to the parents who can then collect the child with the corresponding number or use matching bands which can be reused. Individual events can decide how they wish to do this.
- Parents, children and young people should be advised that they must notify the relevant member of the event organising team of any changes they wish to make to arrival or leaving arrangements, e.g. collecting a child or a child not finishing an event.
- Establish a procedure including a meeting point for missing or lost children.
 - Brief volunteers on the Missing Child Procedure prior to the event.
 - Establish how you will communicate with volunteers and marshalls regarding the missing participant. A missing child's name should not be broadcast over the radio if

walkie talkies are being used. If they are not found in 20 mins call the Gardai / Police.

Plan for additional vulnerabilities

Identify and address the needs of participants with additional vulnerabilities for example athletes with a disability. Participants' needs may include: access to facilities, adapted or modified equipment, requirement for guidance in different languages or appropriately trained staff to support them. Where possible this data should be collected prior to the event and Triathlon Ireland can assist with planning inclusive events.

Travel Overnight stays and Supervision

Policy: Travel, Overnight Stays and Supervision Policy

If the event requires transporting children or traveling abroad then refer to the policy above.

Supervision in the changing facility:

If mixed use of the changing facility by adults and children is unavoidable, at least 2 volunteers/marshalls (of the same gender as the children) should supervise the group or a parent/carer must attend with the child. It is important that staff and volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context. These volunteers should be recruited appropriately and have completed the safeguarding requirements.

Supervision in the changing facility may also be necessary when: children are too young to be left alone or change themselves or require additional support and assistance with changing in which case a parent or carer should support. Other considerations include an area where children could injure themselves or access a potential risk such as a swimming pool that is unattended, if there are concerns about bullying, fighting or other harmful behaviours taking place that need to be managed there are concerns about the prospect of photographs being taken in changing rooms.

Safe Recruitment

Policy: Safe Recruitment Policy

As per the TI Safe Recruitment Policy, anyone who is working regularly with children or vulnerable adults in a relevant role must complete the following 3 requirements. Please ensure that you give plenty of notice for your volunteers to complete the below requirements prior to your event date.

Every volunteer at your event does not need to complete Garda Vetting /Access NI checks or safeguarding courses, however for junior events the following people should complete these steps:

- Anyone in a lead role, supervising other volunteers at junior events.
- Anyone who will be helping regularly with junior events.
- Anyone in a role where they are required to assist children physically for example. young children who need assistance in transition - where this isn't possible and juniors need assistance clubs can ask a parent to be on standby to assist.

Three Safeguarding Requirements:

1. **Safeguarding training:** Safeguarding 1/Safeguarding Children and Young People in Sport course (3 hours online). In the Republic of Ireland these courses are provided through the Local Sports Partnerships. In Northern Ireland these courses are run by the City Councils or Triathlon Ireland. If you require safeguarding training please contact Triathlon Ireland.
2. **Vetting:** If marshalls, volunteers, club members are assisting at a number of events or in a role where they are regularly interacting with under 18's then they should undergo vetting. Garda Vetting/Access NI for volunteers are processed through Triathlon Ireland. [Vetting information here](#). (Someone marshalling as a once off does not need to undergo vetting).
3. **Code of Conduct:** This should be displayed at the event. Volunteers agree to this when they sign in for the event. Regular volunteers should sign a [Code of Conduct](#) annually to be stored by the Club Children's Officer and uploaded to your Triathlon Ireland membership account. Please see templates below to sent out in advance of events.

Note: Qualified volunteers are those who have undergone the safeguarding requirements above. Access NI will not provide access NI checks for event volunteers who are not in regulated activity.

Event Volunteers:

1. Event Organisers and Safeguarding Leads must take all reasonable steps to ensure the volunteers at your event are suitable to work with children using the guidance set out in the [Safe Recruitment Policy](#)
2. Those volunteering as a 'once off' who have not undergone safeguarding procedures should be supervised by those qualified, as described above, and nominated by the Safeguarding Lead.
3. Volunteers should be advised of their role and their rights as a volunteer as per the [Volunteer Code of Conduct](#) and should feel comfortable to come forward if they are unhappy about anything regarding safety or safeguarding and feel supported by the Safeguarding Lead.
4. Volunteers should have a clear role description.
5. Volunteers should be briefed on the day of the event by the event Organiser and Safeguarding Lead.

Codes of Conduct

- Codes of Conduct provide clear guidelines of what is the expected behaviour of volunteers, competitors, children athletes and parents. By signing, either digitally or in person for an event, all parties are agreeing to abide by Triathlon Ireland's codes of conduct. The Code of Conduct Poster should be displayed at event registration. Those in

regular roles should complete an annual Codes of Conduct - Form 8/Form 10. [Please see code of conduct documents here](#) and templates for events below.

Registration and Consent

All volunteers and parents/carers of participants should sign in for the event. These Sign-on Sheets can be obtained when the event is sanctioned with TI.

If your event is not using the TI online event entry system then the alternate entry system used must request relevant medical information and emergency contact details.

If applicable, parents can also write any relevant medical conditions on the back of the child's number in case of emergency.

Photography consent is requested when parents/carers sign their child up as a member of Triathlon Ireland, however if you have additional external photographers attending the event parents should be made aware of this and how the photos will be used.

Photography and Filming

Policy: [Photography and Filming Policy](#)

Triathlon Ireland has adopted a policy in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment for young people. This policy has guidance for parents at events as well as photographers.

Recognising Reporting and Recording Procedures

Policy: [Recognising and Reporting Safeguarding Concerns Policy](#).

Any incident or concern such as either poor practice, abuse or suspected abuse observed or experienced or disclosed must be reported to the Safeguarding leads as soon as possible particularly if a young person is in immediate danger or at risk. The rights and safety of the child are paramount and passing on the information is the responsibility of everyone, regardless of your role. **The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.**

Examples of poor practice could include:

- Leaving a child in a risky situation.
- Shouting or use of inappropriate language to or around children.
- Conducting training sessions or events inappropriate for the age and ability of the child.
- Excessive and unnecessary physical contact with juniors
- Bullying or excluding.
- Lack of supervision.
- Not listening to children's views.

Abuse falls under the following categories:

- Sexual
- Physical
- Emotional
- Neglect
- Bullying

Process:

- Recognise - You have a concern, notice a problem or receive a direct disclosure.
- Respond - Reassure the individual, tell them what you will need to do and that you must pass on the concern.
- Refer - Make contact with the Event Safeguarding Lead.
- Record - Who, what, where, when – use the reporting form to record the information.

Reports can be made in the following ways:

- On the day of the event a report can be made directly to the Safeguarding leads.
- Prior to or after the event a report can be made via email or phone call to the Safeguarding Leads.
- If there is an incident where a child is in immediate danger outside of the event you can contact the statutory authorities. The Gardaí/PSNI can be contacted in the event of an emergency by dialling 999. The Safeguarding lead should still be informed of the incident.

Recording Procedures

- Incidents and accidents should be recorded using the appropriate forms.
[Childrens accident/incident report form](#)
- Forms should be completed as soon as possible in order to minimise recall issues.
- Forms should then be stored by the Safeguarding Lead and passed onto TI and statutory agencies where relevant.

Note: it is not an individual's responsibility to decide whether or not a child or young person has been abused. It is the responsibility of everyone to ensure that all safeguarding concerns (including those that may have been managed/responded to within the sport) are reported to the safeguarding leads to ensure a whole event picture is available.

Events Checklist

This checklist is designed to help event Organisers ensure that they are fully compliant with all safeguarding measures relative to their event. This list is not exhaustive and your event may have other requirements.

Events with 15–17-year-olds taking part checklist

- ☐ Qualified Safeguarding Lead(s) appointed.
- ☐ EMP Safeguarding section complete.
- ☐ EMP sent to the event Technical Delegate to review, copying safeguarding@triathlonireland.com.
- ☐ Pre-event information sent to parents/carers to include Safeguard Lead contact details, codes of conduct, photography guidelines (template in EMP & below).
- ☐ Pre-event information sent to marshalls to include codes of conduct, photography guidelines, Safeguarding Lead contact details. Template above.
- ☐ Pre-event information sent to any external contractors (timing company, photographers, vendors).
- ☐ Safeguarding information included in the marshalls/volunteers briefing on the day. This should include: who the SG Lead is, what to do in the event of an incident, reporting procedures, missing child procedures.
- ☐ Athletes made aware during the event briefing that there are young people taking part in the event.
- ☐ Registration and consent process complete - either in advance or on the day.
- ☐ Photography and Filming Guidelines have been communicated to parents, children and volunteers.
- ☐ Code of conduct poster on display at registration.
- ☐ Safeguard Lead has emergency contact and medical information for young athletes.

Children's Only Event Checklist

- ☐ Qualified Safeguarding Lead(s) appointed.
- ☐ EMP Safeguarding section complete.
- ☐ EMP sent to the event Technical Delegate to review, copying safeguarding@triathlonireland.com.
- ☐ Safeguarding plan including supervision plan and finish line hand over protocol in place.
- ☐ Safeguarding training for relevant personnel has been completed.
- ☐ Appropriate volunteers (qualified/unqualified) have been recruited for the event.
- ☐ Registration and consent process complete - either in advance or on the day.
- ☐ Pre-event information sent to parents/carers to include Safeguard Lead contact details, codes of conduct, photography guidelines (Template below).
- ☐ Pre-event information sent to marshalls to include codes of conduct, photography guidelines, Safeguarding Lead contact details. (Template below). Include their role description for the day.
- ☐ Pre-event information sent to any external contractors (timing company, photographers, vendors). (Template below).
- ☐ Safeguarding information included in the marshalls/volunteers briefing on the day. This should include: who the SG Lead is, what to do in the event of an incident, reporting procedures, missing child procedures. (Template below).
- ☐ Photography and Filming policy has been communicated to parents, children and volunteers.
- ☐ Code of conduct poster on display at registration
- ☐ Sign in document for photographers and volunteers.
- ☐ Safeguard Lead has emergency contact and medical information for young athletes.

Policies

Photography and Filming policy

Safe recruitment Policy

Missing Children Procedure

Code of Conduct poster

All Triathlon Ireland Safeguarding Policies.

Resources

- Triathlon Ireland event Organiser Information Page
- Sport Ireland - Safeguarding Guidance for Children and young people in sport
- Child Protection in Sport Unit section on Safe Events has a lot of resources and templates:
 - **Safe Sports Events Guide (from public parks to International)** -
<https://thecpsu.org.uk/media/328759/safe-sport-events-activities-competitions-update-apr-2017.pdf>
 - **Safe Sports Events Management tool** -
<https://thecpsu.org.uk/event-management/>
 - **Overview Events Checklist** -
<https://thecpsu.org.uk/resource-library/forms/event-safeguarding-checklist/>
 - **Away day trips and fixtures checklist** -
<https://thecpsu.org.uk/resource-library/forms/away-day-trips-checklist/>
 - **Safety checklist for overnight trips and/or travel abroad (including hosting)** -
<https://thecpsu.org.uk/resource-library/forms/overnight-trips-and-travel-abroad-checklist/>
 - **Reporting concerns at events** -
<https://thecpsu.org.uk/media/2499/reporting-of-concerns-flowcharts.pdf>
 - **Lost/Found Children Form** -
<https://thecpsu.org.uk/resource-library/forms/lost-found-child-form/>
 - **Safe Use of Changing Facilities** -
<https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/>
 - **Events held on public parks/open spaces** -
<https://thecpsu.org.uk/resource-library/best-practice/events-held-in-public-parks-and-spaces/>
 - **Briefing for Events Staff** -
<https://thecpsu.org.uk/resource-library/best-practice/event-staff-your-roles-and-responsibilities/>
 - **Delivering events and competitions virtually** -
<https://thecpsu.org.uk/resource-library/best-practice/virtual-events-and-competitions-for-children/>
 - **Seven Golden Rules for information sharing** -
<https://thecpsu.org.uk/help-advice/topics/information-sharing/>
 - **Check and Challenge Tool** -
<https://thecpsu.org.uk/resource-library/tools/partnership-check-and-challenge-tool/>

Templates

Safeguarding information for parents, carers, chaperones of young people aged 15-17

You are receiving this correspondence because you are the parent/carer/chaperone of an athlete competing the following event:

The following Safeguarding (child protection) procedures are in place.

Event Safeguarding Lead:

The following people have been appointed as Safeguarding Leads for this event:

Name:

Contact number: PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Risk Assessment:

A safeguarding risk assessment has been undertaken and steps taken to mitigate risks identified.

Safeguarding responsibilities

All parents, carers and chaperones are responsible for safeguarding at the event. This means creating a child - centred environment, following Triathlon Ireland policies and reporting on anything that occurs which has or may put a child at risk or contravenes the Triathlon Ireland code of conduct. Parents, carers and chaperones have the responsibility to ensure athletes are safe at all times during their trip. They should:

- Accompany young person on event day and sign in at registration or at event pack collection providing their name and contact number for the day in case of emergency
- Be available to athletes at all times.
- Read and abide by the safeguarding policy and protocols for the event.
- Know how to contact emergency assistance if required.
- Hold medical information relevant to their athletes.
- Be available to chaperone if their athlete is selected for Anti -Doping tests.

Facilities: **AMEND AS APPROPRIATE**

- There will/will not be separate children changing areas. (If not separate - advise parents if area will be supervised or they should accompany child)
- There will/will not be separate children toilets.

Photography

TI requests express permission from parents/carers for photography at events. A person will be appointed to take photos/film. Please do not take photos or videos of underage athletes who are not in your care.

[See the Triathlon Ireland photography policy here.](#)

Missing Young People

If a participant is reported missing the [missing child protocol](#) should be followed.

Key points:

- As soon as it is noticed or reported that a young person is missing Safeguarding Lead should be informed.
- Marshalls on the course to be alerted via Zello/walkie talkie and information gathered regarding the last whereabouts and description of the young person.
- Marshalls should only leave their post to search if it is safe to do so and if they are instructed to do so.
- Junior volunteers or other young athletes should not be part of the search.
- If the young person isn't found in the immediate vicinity then police will be informed within 20 minutes to ensure cars leaving the area can be checked.
- Safeguarding Lead to be informed immediately when young person is found.
- If a volunteer, marshall or staff member finds themselves alone with a young person they should alert the safeguarding lead and stay in an open area with the young person until assistance arrives from the safeguarding team.

Injuries on the course

If a young person is injured or needs assistance on the course, medical support should also be alerted immediately as well as the safeguarding lead. If they need assistance before the medical team can arrive then consent should be granted before assisting the young person in any way (if this young person is not in your care). If the situation is life threatening and the young person cannot give consent due to loss of consciousness, then medical attention should be given as soon as possible after calling for assistance. The Safeguarding lead will contact the coach/chaperone travelling with the young person and either the chaperone or one for the safeguarding team will accompany the young person while they receive medical assistance.

Anti Doping **AMEND AS APPROPRIATE**

Sport Ireland conduct Anti Doping testing at some events. Young people under 18 will need a chaperone in attendance during tests. Coaches, athlete support personnel and chaperones should be near the finish line in anticipation of this.

Reporting Incidents or Concerns

Any incident or concern observed or experienced must be reported to the Safeguarding leads as soon as possible particularly if a young person is in immediate danger or at risk.

- Recognise - You have a concern, notice a problem or receive a direct disclosure.
- Respond - Reassure the individual, tell them what you will need to do and that you must pass on the concern.
- Refer - Make contact with the Event Safeguarding Lead.
- Record - Who, what, where, when – use the reporting form to record the information.

Reports can be made in the following ways:

- On the day of the event a report can be made directly to the Safeguarding leads.
- Prior to or after the event a report can be made via email or phone call to the Safeguarding Leads.
- If there is an incident where a child is in immediate danger outside of the event you can contact the statutory authorities. The Gardaí/PSNI can be contacted in the event of an

emergency by dialling 999. The Safeguarding lead should still be informed of the incident.

Note: it is not an individual's responsibility to decide whether or not a child or young person has been abused. It is the responsibility of everyone to ensure that all safeguarding concerns (including those that may have been managed/responded to within the sport) are reported to the safeguarding leads to ensure a whole event picture is available

Other Incidents/Accidents

Any other concerns related to young athletes at the event should also be reported to the Safeguarding Lead. This could include:

- Accidents
- Injuries
- Incidents where a young athlete has had to drop out of the event
- Code of Conduct concerns
- An incident between two athletes
- Medical incident
- Anti-Doping incident

Legal and Illegal Substances

Parents, carers and chaperones are asked not to consume alcohol or take any illegal substances at the event.

Criminal/anti-social behaviour

No type of criminal activity will be tolerated at this event. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

Smoking (this includes cigarettes, e-cigarettes, cigars etc.)

In order to promote a positive image; anyone attending the event who smokes should not do so in the presence of athletes or young volunteers whilst at the event.

Code of Conduct

Triathlon Ireland has a code of conduct -set out below- which all attendees at junior events are expected to abide by. The key message is to understand we are trying to create a safe, young person centered environment.

Parents/Carers/Chaperones Code of Conduct

I understand there will be young people under the age of 18 at this event and there are [Safeguarding policies](#) in place to support their welfare.

I understand that in being part of this event I am subject to the points set out below and agree to comply fully with them. .

- I agree to abide by the Triathlon Ireland Safeguarding policies and procedures as well as the relevant Irish legislation.
- I will respect the rights of the athlete in my care plus all the other athletes, officials, staff and volunteers.

- I will show patience and understanding towards young athletes and support their welfare through the event.
- I will promote relationships with athletes, officials, volunteers and other event attendees that are based on openness, honesty, trust and respect.
- I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials
- I will respect the differences between everyone at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
- I will not smoke (cigarettes or e-cigarettes), possessing, consume or supply alcohol, illegal and/or performance enhancing drugs during the event or while transporting athletes.
- I will not use bad or offensive language or use inappropriate gestures at this event particularly in the presence of any young people.
- I will not leave the athlete for whom I am there to support and will ensure there is adequate supervision and support at all times.
- If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will in a timely manner inform the Event Safeguarding Lead.
- I will report any concerns or incidents to the Event Safeguarding Lead.
- I will cooperate with recommendations from medical and ancillary practitioners in the management of a child's medical or related issues.
- I will not allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child or young person.
- I will not allow or engage in bullying behaviour, rough physical games, sexually provocative games.
- I will not exert undue influence over a participant in order to obtain personal benefit or reward.
- I will not take part in activity that will bring the Triathlon Ireland or this event into disrepute.
- I will not post or share on social networking sites or websites images or text that is harmful, abusive or that is in breach of the relevant policies, procedures and guidance set out by Triathlon Ireland and this event.
- I will not condone rule violations or the use of prohibited substances.

I understand that any breach of this code of conduct could result in my being subject to disciplinary action from Triathlon Ireland could jeopardise my future participation within the sport.

Safeguarding information for parents, carers, chaperones. (children only events)

You are receiving this correspondence because you are the parent/carer/chaperone of an athlete competing the following event:

The following Safeguarding (child protection) procedures are in place.

Event Safeguarding Lead:

The following people have been appointed as Safeguarding Leads for this event:

Name:

Contact number: PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Risk Assessment:

A safeguarding risk assessment has been undertaken and steps taken to mitigate risks identified.

Safeguarding responsibilities

All parents, carers and chaperones are responsible for safeguarding at the event. This means creating a child - centred environment, following Triathlon Ireland policies and reporting on anything that occurs which has or may put a child at risk or contravenes the Triathlon Ireland code of conduct. Parents, carers and chaperones have the responsibility to ensure athletes are safe at all times during their trip. They should:

- Accompany young person on event day and sign in at registration or at event pack collection providing their name and contact number for the day in case of emergency.
- Be available to athletes at all times.
- Read and abide by the safeguarding policy and protocols for the event.
- Know how to contact emergency assistance if required.
- Hold medical information relevant to their athletes.
- Be available to chaperone if their athlete is selected for Anti -Doping tests.

Facilities: AMEND AS APPROPRIATE

- There will/will not be separate children changing areas. (If not separate - advise parents if area will be supervised or they should accompany child)
- There will/will not be separate children's toilets.

These are located_____

Photography

TI requests express permission from parents/carers for photography at events. A person will be appointed to take photos/film. Please do not take photos or videos of underage athletes who are not in your care.

[See the Triathlon Ireland photography policy here.](#)

Finish Line:

Children will be held at the finish line until collected by the parent/carer. There will be a handover procedure in place. Please be at the finish line when your child finishes the event.

Missing Young People

If a participant is reported missing the [missing child protocol](#) should be followed.

Key points:

- As soon as it is noticed or reported that a young person is missing Safeguarding Lead should be informed.
- Marshalls on the course to be alerted via Zello/walkie talkie and information gathered regarding the last whereabouts and description of the young person.
- Marshalls should only leave their post to search if it is safe to do so and if they are instructed to do so.
- Junior volunteers or other young athletes should not be part of the search.
- If the young person isn't found in the immediate vicinity then police will be informed within 20 minutes to ensure cars leaving the area can be checked.
- Safeguarding Lead to be informed immediately when young person is found.
- If a volunteer, marshall or staff member finds themselves alone with a young person they should alert the safeguarding lead and stay in an open area with the young person until assistance arrives from the safeguarding team.

Injuries on the course

If a young person is injured or needs assistance on the course, medical support should also be alerted immediately as well as the safeguarding lead. If they need assistance before the medical team can arrive then consent should be granted before assisting the young person in any way (if this young person is not in your care). If the situation is life threatening and the young person cannot give consent due to loss of consciousness, then medical attention should be given as soon as possible after calling for assistance. The Safeguarding lead will contact the coach/chaperone travelling with the young person and either the chaperone or one for the safeguarding team will accompany the young person while they receive medical assistance.

Reporting Incidents or Concerns

Any incident or concern observed or experienced must be reported to the Safeguarding leads as soon as possible particularly if a young person is in immediate danger or at risk.

- Recognise - You have a concern, notice a problem or receive a direct disclosure.
- Respond - Reassure the individual, tell them what you will need to do and that you must pass.
- on the concern.
- Refer - Make contact with the Event Safeguarding Lead.
- Record - Who, what, where, when – use the reporting form to record the information.

Reports can be made in the following ways:

- On the day of the event a report can be made directly to the Safeguarding leads.
- Prior to or after the event a report can be made via email or phone call to the Safeguarding Leads.
- If there is an incident where a child is in immediate danger during or outside of the event you can contact the statutory authorities. The Gardaí/PSNI can be contacted in the event

of an emergency by dialling 999. The Safeguarding lead should still be informed of the incident.

Note: it is not an individual's responsibility to decide whether or not a child or young person has been abused. It is the responsibility of everyone to ensure that all safeguarding concerns (including those that may have been managed/responded to within the sport) are reported to the safeguarding lead to ensure a whole event picture is available.

Other Incidents/Accidents

Any other concerns related to young athletes at the event should also be reported to the Safeguarding Lead. This could include:

- Accidents
- Injuries
- Incidents where a young athlete has had to drop out of the event
- Code of Conduct concerns
- An incident between two athletes
- Medical incident
- Anti-Doping incident

Legal and Illegal Substances

Parents, carers and chaperones are asked not to consume alcohol or take any illegal substances at the event.

Criminal/anti-social behaviour

No type of criminal activity will be tolerated at this event. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

Smoking (this includes cigarettes, e-cigarettes, cigars etc.)

In order to promote a positive image; anyone attending the event who smokes should not do so in the presence of athletes or young volunteers whilst at the event.

Code of Conduct

Triathlon Ireland has a code of conduct -set out below- which all attendees at junior events are expected to abide by. The key message is to understand we are trying to create a safe, young person centered environment.

Please share the Junior members code of conduct with your child. [It can be found here.](#)

Parents/Carers/Chaperones Code of Conduct

I understand there will be young people under the age of 18 at this event and there are [Safeguarding policies](#) in place to support their welfare.

I understand that in being part of this event I am subject to the points set out below and agree to comply fully with them.

- I agree to abide by the Triathlon Ireland Safeguarding policies and procedures as well as the relevant Irish legislation.
 - I will respect the rights of the athlete in my care plus all the other athletes, officials, staff and volunteers.
 - I will show patience and understanding towards young athletes and support their welfare through the event.
 - I will promote relationships with athletes, officials, volunteers and other event attendees that are based on openness, honesty, trust and respect.
 - I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials
 - I will respect the differences between everyone at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
 - I will not smoke (cigarettes or e-cigarettes), possessing, consume or supply alcohol, illegal and/or performance enhancing drugs during the event or while transporting athletes.
 - I will not use bad or offensive language or use inappropriate gestures at this event particularly in the presence of any young people.
 - I will not leave the athlete for whom I am the support and will ensure there is adequate supervision and support at all times.
 - If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will in a timely manner inform the Event Safeguarding Lead.
 - I will report any concerns or incidents to the Event Safeguarding Lead.
 - I will cooperate with recommendations from medical and ancillary practitioners in the management of a child's medical or related issues.
 - I will not allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child or young person.
 - I will not allow or engage in bullying behaviour, rough physical games, sexually provocative games.
 - I will not exert undue influence over a participant in order to obtain personal benefit or reward.
 - I will not take part in activity that will bring the Triathlon Ireland or this event into disrepute.
 - I will not post or share on social networking sites or websites images or text that is harmful, abusive or that is in breach of the relevant policies, procedures and guidance set out by Triathlon Ireland and this event.
 - I will not condone rule violations or the use of prohibited substances.
- I understand that any breach of this code of conduct could result in my being subject to disciplinary action from Triathlon Ireland could jeopardise my future participation within the sport.

[Triathlon Ireland safeguarding contacts](#)

Safeguarding information for Photographers and Media

As a photographer we need to give you the following Safeguarding information as there will be junior athletes (under 18) in attendance.

Event Safeguarding Lead/s:

The following people have been appointed as Safeguarding Leads for this event:

Name:

Contact number:

PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Email:

Photography:

Any persons taking photography/video/media of any kind must sign in at the event and wear media vests identifying who they are for the duration of the event. All images and video taken must comply with the TI [photography policy](#).

Photography Permissions:

If a parent/carer or young person has requested not to be photographed you will be informed. No images of those young people will be published or stored. The following will **not** be permitted.

- Unsupervised access to competitors or one to one photo sessions.
- Unsupervised photo sessions outside of the sports competitions.
- Photography in the changing areas.

Publishing Images:

Only official photographs of the young people whose parent/s/carer have given their consent to photographs of their child being taken will be used for publicity purposes.

- TI will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the EJC.
- Identification: Athletes may be wearing their clubs Tri suit and so may be identifiable in the images. Image caption will be restricted to name.
- If images are used on any TI social media platform, young athletes' personal profiles should not be tagged nor should their own posts/images be re-shared by any official accounts linked to TI social media.
- Dress: Any young person featured in publicity will be wearing suitable attire.
- Storage: All images will be stored securely to ensure access is restricted to specific staff. This will help to prevent potentially inappropriate use of the collection.

Interviews:

Interviews may be conducted with athletes; these will only be undertaken if the athlete gives permission and also if a team manager/Coach/Carer or other responsible adult is present at all. All requests for interviews, photographs etc, from any external media personnel must be referred to the Race organiser.

Safeguarding responsibilities

Everyone at the event is responsible for safeguarding the young people taking part. This means creating a child centred environment, following TI policies and reporting on anything that occurs which has or may put a child at risk or contravenes our code of conduct.

If you are on the course and a child pulls out or is injured you must contact the medical team and the Safeguard Lead.

Code of Conduct

Triathlon Ireland has a code of conduct that all attendees at junior events are expected to abide by. The key message is to understand we are trying to create a safe, young person centered environment.

TI and External Media Code of Conduct

I understand there will be young people under the age of 18 at this event and there are [Safeguarding policies](#) in place to support their welfare.

I understand that in being part of this event I am subject to the points set out below and agree to comply fully with them.

- I will wear my media vest all times whilst undertaking my role.
- I will comply with the wishes of the athletes and promote their welfare and individual needs. This includes those athletes who have declined permission to have their photograph and image taken.
- I will only interview an athlete (including any individual photographs) in the presence of the athlete's coach/chaperone or a member of staff from Triathlon Ireland.
- The images of young people will reflect a positive impression of the sport, will feature appropriate sports kit (including safety wear), and will be taken in a way that reduces the opportunities for their misinterpretation or abuse.
- I will maintain a professional relationship with athletes, officials and others that are based on openness, honesty, trust and respect.
- In the images I take, I will endeavour to reflect the range of young people at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
- I will respond to any concerns about a child's or young person's welfare, working in partnership with the event Safeguarding Lead.
- If a child or young person shares any concerns with me I will listen, stay calm, not make judgements or false promises and will inform the Event Safeguarding Lead.
- I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials.
- I will respect and adhere to the no alcohol policy of the event and will not drink alcohol, smoke (cigarettes or e-cigarettes), possess, consume or supply illegal substances.
- I will not use bad or offensive language or use inappropriate gestures at this event particularly in the presence of any young people.

- I will not allow or make sexually suggestive comments to or about a child including innuendo, flirting or inappropriate gestures and terms.
- I will not post or share on social networking sites or websites images or text that is harmful, abusive or that is in breach of the relevant policies, procedures and guidance set out by Triathlon Ireland.
- I will fully uphold the policies and regulations of Triathlon Ireland and the event organising committee.

I understand that any breach of this code of conduct could result in my being subject to disciplinary action from Triathlon Ireland could jeopardise my future participation within the sport.

[Triathlon Ireland safeguarding contacts](#)

Safeguarding information for external contractors and vendors

As an external contractor we need to give you the following Safeguarding information as there will be junior athletes (under 18) in attendance.

Event Safeguarding Leads:

The following people have been appointed as Safeguarding Leads for this event:

Name:

Contact number: PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Email:

Photography

TI requests express permission from parents/carers for photography at events. A person will be appointed to take photos/film. Please do not take photos or videos of underage athletes. If you are taking photos of your business, please ensure there are no young people in the picture.

[See our photography policy here.](#)

Safeguarding responsibilities

Everyone at the event is responsible for safeguarding the young people taking part. This means creating a child centred environment, following TI policies and reporting on anything that occurs which has or may put a child at risk or contravenes our code of conduct.

If you are on the course and a child pulls out or is injured you must contact the medical team and the Safeguard Lead

Code of Conduct

Triathlon Ireland has a code of conduct that all attendees at junior events are expected to abide by. The key message is to understand we are trying to create a safe, young person centered environment.

External Contractors Code of Conduct

I understand there will be young people under the age of 18 at this event and there are [Safeguarding policies](#) in place to support their welfare.

I understand that in being part of this event I am subject to the points set out below and agree to comply fully with them.

- I will respect and adhere to the no alcohol policy of the event and will not drink alcohol, smoke (cigarettes or e-cigarettes), use bad or offensive language or use inappropriate gestures in the presence of any young people.
- I will not allow or make sexually suggestive comments to or about a child including innuendo, flirting or inappropriate gestures and terms.
- I will maintain a professional relationship with athletes, officials and others that are based on openness, honesty, trust and respect.
- I will not use bad or offensive language or use inappropriate gestures at this event particularly in the presence of any young people.
- I will not post or share on social networking sites or websites images or text that is harmful, abusive or that is in breach of the relevant policies, procedures and guidance set out by Triathlon Ireland or the organising committee.
- I will ensure that any photographs I take of my business at the event will not have young people in the image.
- I will respect the differences between everyone at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
- If I witness, observe or hear of anything concerning in relation to a young person I will contact the Event Safeguarding Lead.
- I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials.
- I will fully uphold the policies and regulations of Triathlon Ireland and the organising committee..

I understand that any breach of this code of conduct could result in my being subject to disciplinary action from Triathlon Ireland could jeopardise my future participation within the sport.

[Triathlon Ireland safeguarding contacts](#)

Safeguarding information for staff, volunteers, officials and event organisers.

As a volunteer or official at this event we need to give you the following Safeguarding information as there will be junior athletes (under 18) in attendance.

Event Safeguarding Lead:

The following people have been appointed as Safeguarding Leads for this event:

Name:

Contact number:

PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Email:

Volunteer/Official Safeguarding responsibilities

All volunteers are responsible for safeguarding at the event. This means creating a child centred

environment, following TI policies and reporting anything that occurs which has or may put a child at risk or contravenes the Triathlon Ireland code of conduct.

Photography

TI requests express permission from parents/carers for photography at events. A person will be appointed to take photos/film. Please do not take photos or videos of underage athletes.

[See our photography policy here.](#)

Missing Young People

If a participant is reported missing the [missing child protocol](#) should be followed.

Key points:

- As soon as it is noticed or reported that a young person is missing Safeguarding Lead should be informed.
- Marshalls on the course to be alerted via Zello/walkie talkie and information gathered regarding the last whereabouts and description of the young person.
- Marshalls should only leave their post to search if it is safe to do so and if they are instructed to do so.
- Junior volunteers or other young athletes should not be part of the search.
- If the young person isn't found in the immediate vicinity then police will be informed within 20 minutes to ensure cars leaving the area can be checked.
- Safeguarding Lead to be informed immediately when the young person is found.
- If a volunteer, marshall or staff member finds themselves alone with a young person they should alert the safeguarding lead and stay in an open area with the young person until assistance arrives from the safeguarding team.

Injuries on the course

If a young person is injured or needs assistance on the course, medical support should also be alerted immediately as well as the safeguarding lead. If they need assistance before the medical team can arrive then consent should be granted by the young person before assisting the young person in any way. If the situation is life threatening and the young person cannot give consent due to loss of consciousness then medical attention should be given as soon as possible after calling for assistance. The Safeguarding lead will contact the chaperone travelling with the young person and either the chaperone or one for the safeguarding team will accompany the young person while they receive medical assistance.

Changing Areas

INSERT INFORMATION OR DELETE AS APPROPRIATE

Code of Conduct

Triathlon Ireland has a code of conduct which all attendees at junior events are expected to abide by. The key message is to understand we are trying to create a safe, young person centered environment. Please see the code of conduct below.

Reporting Incidents or Concerns

Any incident or concern observed or experienced must be reported to the Safeguarding leads as soon as possible particularly if a young person is in immediate danger or at risk.

- Recognise - You have a concern, notice a problem or receive a direct disclosure.
- Respond - Reassure the individual, tell them what you will need to do and that you must pass
- on the concern.
- Refer - Make contact with the Event Safeguarding Lead.

- Record - Who, what, where, when – use the reporting form to record the information.

Reports can be made in the following ways:

- On the day of the event a report can be made directly to the Safeguarding leads.
- Prior to or after the event a report can be made via email or phone call to the Safeguarding Leads.
- If there is an incident where a child is in immediate danger during or outside of the event you can contact the statutory authorities. The Gardaí/PSNI can be contacted in the event of an emergency by dialling 999. The Safeguarding lead should still be informed of the incident.

Note: it is not an individual's responsibility to decide whether or not a child or young person has been abused. It is the responsibility of everyone to ensure that all safeguarding concerns (including those that may have been managed/responded to within the sport) are reported to the safeguarding leads to ensure a whole event picture is available

Other Incidents/Accidents

Any other concerns related to young athletes at the event should also be reported to the Safeguarding Lead. This could include:

- Accidents
- Injuries
- Incidents where a young athlete has had to drop out of the event
- Code of Conduct concerns
- An incident between two athletes
- Medical incident
- Anti Doping incident

Legal and Illegal Substances

Athletes, coaches, parents, volunteers and staff are not permitted to consume alcohol or take any illegal substances at the event.

Criminal/anti-social behaviour

No type of criminal activity will be tolerated at this event. Appropriate action (i.e. referral to the Police) will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

Smoking (this includes cigarettes, e-cigarettes, cigars etc.)

In order to promote a positive image; Athletes, coaches, athlete support personnel, volunteers and staff that smoke should not do so in the presence of athletes or young volunteers whilst at the event.

Officials, Event Management team, Volunteers Code of Conduct

I understand there will be young people under the age of 18 at this event and there are [Safeguarding policies](#) in place to support their welfare

I am aware that I am an ambassador for my organisation or club and I take full responsibility for my actions. I have read this code of conduct, I understand the points set out below and agree to comply fully with them.

- I will respect the rights and welfare of the athletes, coaches, other officials, staff and volunteers at all times.
- I will promote relationships with athletes, coaches, staff, volunteers and supporters that are based on openness, honesty, trust and respect.
- I will show patience and understanding towards young athletes and support their welfare through the event.
- I will wear my accreditation and/or required kit for the duration of the event.
- I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the athletes and young officials and volunteers. This includes what I do outside of officiating duties.
- I will not consume any substances (legal or illegal) that will impair my judgement, take part in activity that will bring the sport, Triathlon Ireland or this event into disrepute.
- I will not condone rule violations or the use of prohibited substances.
- I will respect and adhere to the no alcohol policy of the Event and will not drink alcohol, smoke (cigarettes or e-cigarettes), use bad or offensive language or use inappropriate gestures in the presence of any young people or whilst I am in official Triathlon Ireland kit for the duration of my role and responsibilities at this event.
- I will not engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, make sexually suggestive comments to or about a child including innuendo, flirting or inappropriate gestures and terms.
- I will not take a child alone my car except in case of emergency where safeguarding lead has been informed or be alone with a child in an enclosed area.
- I will not post or share on social networking sites or websites images or text that is harmful, abusive or that is in breach of the relevant policies, procedures and guidance set out by Triathlon Ireland or this event.
- I will respect the differences between everyone at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
- I will respond to any concerns about a child's or young person's welfare, working in partnership with the Event Safeguarding Lead in the young person's best interests.
- If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will in a timely manner inform the Event Safeguarding Lead.

- I will fully uphold the policies and regulations of Triathlon Ireland and this event.

I understand that any breach of this code of conduct could result in my being subject to disciplinary action from Triathlon Ireland could jeopardise my future participation within the sport.

[Triathlon Ireland safeguarding contacts](#)

Suggested points to have printed for parents and taped to registration desk

Changing room information - e.g. changing areas are open to the public you must accompany your child or changing areas will be for children only, not adults allowed unless a child requires assistance etc.

Finish line information - e.g. There will be a handover at the finish line (outline handover procedure).

Photography information - e.g. Please only take images or videos of your own children or children in your care. If you are taking groups images for the club make sure you have permission to take images and post if posting on club social media.

Codes of Conduct - All volunteers, parents, marshalls and juniors are subject to codes of conduct. This is to provide a child centered environment and ensure a safe event.