



Safeguarding Advisory Group Terms of Reference

The following Terms of Reference shall be reviewed and determined every three years by the Triathlon Ireland Board in consultation with the Safeguarding Advisory Group.

Purpose

The Safeguarding Advisory groups is established to ensure that Triathlon Ireland operates to the highest standards of care in providing a safe and secure child-centred environment for all young people and athletes whilst participating in their sport.

- Review and monitor relevant policies and procedures in line with best practice
- Review and consider specific vetting, disclosures and/or returns referred by the NVB or Access NI, risk assess and make recommendations regarding individuals applications for working with children where appropriate.
- Provide recommendations to the National Children's Officer to improve safeguarding standards across the organisation.

Operating Principles

The Safeguarding Advisory group will operate under the following key principles:

- All members of the Advisory Group will maintain the confidentiality of children, young people and/or adults involved in the cases considered.
- The Advisory group will operate independently of the Board.
- Any member of the Advisory group shall inform the Group Chair if they discover they are connected, or have an interest in, conflict of interest in any referral case which would disqualify them from participating in any matters relating to that particular case.
- The Advisory group must ensure that all deliberations are child focused. In any decision made by the Advisory Group, the welfare of the child/young person is the paramount concern.
- All decisions made by the Advisory group adhering to the process of defensible decision making must be fair, open and transparent. The Advisory Group must adopt an open-minded approach until allegations/concerns have been investigated. The Advisory Group will be guided by the TI Equity Policy and the principle that all children have the right to be safeguarded and protected from abuse regardless of their age, ability, race, ethnic origin, gender, disability, religious or sexual orientation.

Composition / Appointment

The Triathlon Ireland National Children's/Safeguarding Officer oversees the appointments to the Safeguarding Advisory Group with approval from the CEO.

- The Advisory Group shall be composed of a minimum of 3 and a maximum of 5 members, with a gender balance requirement of at least two members of each gender wherever possible.
- The National Children's Officer will be the staff liaison. If the National Children's Officer is unavailable, a Triathlon Ireland Liaison Person will act as liaison.
- The Advisory group may seek the appointment of an Independent group Member or expert for specific cases.
- All new members will engage in an induction Process with the Chair and Executive.
- Collectively, the Group should demonstrate expertise in safeguarding law and practice, multi-agency safeguarding work, communication and case management skills, and anti-discriminatory practice.
- All members must complete Safeguard 1/Safeguarding Children and Young People in

Sport, Safeguarding 2, Club Children's Officer/ at a minimum. Exceptions will be made for potential experts invited onto the Advisory Group for specific cases. Members will review and abide by the Triathlon Ireland Code of Conduct

- Members will serve for a maximum of two (2) terms of four (4) years.
- In the event of a vacancy occurring by resignation or otherwise of an Advisory group officer while a case is ongoing, the Advisory Group may co-opt a representative to the Advisory group to serve subject to CEO approval.

Powers / Authority

- The Advisory Group has full access to all information necessary to undertake its duties.
- It may obtain external professional advice and invite independent advisors or subject experts to attend meetings where required.
- The Advisory Group has authority to make safeguarding case recommendations, but the National Children's Officer retains overall accountability.

Reporting

- The Chair will provide a report to the National Safeguarding Officer following each meeting.

Procedures

- The Advisory Group will normally meet at least quarterly, with additional meetings convened by the Chair or National Safeguarding Officer where required.
- Meetings may be held in person or virtually.
- Notice, agenda, and papers should be circulated at least five working days in advance where possible.
- The Advisory Group's role is advisory rather than supervisory in nature.
- The Advisory Group will receive formal executive support through the CEO (or nominated representatives).

Confidentiality

Sensitive information or personal data will be anonymised where possible prior to consideration by the Safeguarding Advisory Group. The agenda, papers, reports, and documentation provided in the context of the work of the Advisory Group are confidential and will contain sensitive material and information necessary to allow members to carry out their duties. Members and those in attendance, shall not, without the approval of the chairperson, discuss with or disclose, directly or indirectly, information to third parties. The collation, processing, storage, retention and destruction of data will be in line with GDPR Policies.