

British Triathlon Age-Group Safe Away Policy

The British Triathlon Federation is the national governing body of triathlon in Great Britain as recognised by the International Triathlon Union. This document is the Organisation's Safe Away Policy specifically aimed at Age Group athletes under the age of 18, to offer guidance on good practice for the involvement in the sport of triathlon.

In the occurrence that an athlete under the age of 18 qualifies for an international competition as part of the age group team, they should be accompanied by a parent or guardian when traveling and competing at the competition.

In the case that a parent is unable to attend the championship British Triathlon would expect the following individuals to be included on the trip:

- Welfare Officer
- Chaperone

If the trip involves staying overnight, or over multiple nights, these individuals will be responsible for the safeguarding and wellbeing of the young athletes as soon as they have received the athlete from their parent/carer and will remain responsible until the athlete is handed back to their parent/carer. Please click the link here: [Away Trips and Hosting](#) guide on the Child Protection in Sport: [CPSU website](#)).

Welfare Officer

The welfare officer appointed for a specific trip will have completed the Child protection in sport course - An online introductory safeguarding course for anyone who has infrequent contact with children in a sports organisation which is available on the NSPCC website. They will also hold a DBS check that has been issued for triathlon related activities.

Specifically, the individual acting in this role should:

- Ensure that all individuals on the team know that they are the welfare officer for the duration and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for all under 18 athlete's parents/carers in the event that they will be needed during the trip

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- Hold the medical information for all under 18 athletes to ensure that they are accessible if needed during the trip
- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip
- In the instance of any ongoing concerns, British Triathlon Safeguarding Officer.

Chaperones

The role of the chaperones is to provide loco parentis supervision of the athletes on the trip, assist with the maintenance of their general care and wellbeing and to assist the Welfare Officer if and when required. This can be an athlete racing on the Age-Group team.

Individuals who operate in this role should:

- Avoid completing a coaching role as well
- Hold a DBS check that has been issued for triathlon related activities within the past three years and that has been assessed by British Triathlon to ensure the applicants suitability for working with children
- Have attended some form of safeguarding training
- Have their role fully explained and the associated expectations outlined to them before commencing the role
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

If the group is fairly small, it's possible that a chaperone could also act as the Welfare Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.

In advance of any trips the chaperones should:

- Meet with the athletes they will be responsible for during the trip, and their parents
- Be provided with the details of the trip including:
 - any booking details
 - athlete and team leader room allocations
 - the location of their room in relation to the athletes

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- details of any transportation being provided
- any guidance that athletes have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athlete's code of conduct
- Identify the nearest medical facilities

During the trip, chaperones should:

- Have a room on the same floor as the athletes and ideally as close as possible so they can be easily contacted by athletes.
- Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations
- Check all athlete's rooms on arrival to ensure they are secure
- Check if unsuitable channels can be accessed on the television in the room, and if so request for these to be blocked
- Check that the in-room telephone is operational
- Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Conduct a full risk assessment of the trip
- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Under 18's should not share a room with an over 18-year-old even if they are of the same gender. If this must happen (for budget reasons) that this is discussed and agreed upfront and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided.
- Ensure that guidelines are in place for the use of any in room telephones and televisions.
- How Team Manager contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the trip
- Distributing and collating all required forms to and from parents/carers.

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Emergency Plan

In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:

- The nature of the emergency and who is involved
- The action to be taken to maintain the wellbeing of the athletes and manage the current situation
- Confirming any injuries and providing medical assistance if required
- Nominating which member of the team leading the trip would accompany the individual requiring medical attention
- Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified.
- Where required, who will notify the Police of the incident
- Who will be responsible for contacting the parents/carers of the athlete(s) involved
- When and who should contact the Home Nation Association Lead Safeguarding Officer
- Who will create a written record of the incident?

Communication with Parents

Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the Staff/volunteers
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff/volunteers and competitors
- Welfare and child protection procedures
- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for emergency medical treatment

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