

Safeguarding and Codes of Conduct

Volunteers who will be continuously helping with juniors or vulnerable adults must complete the following steps:

1. Garda Vetting
2. Attend a 3 hour Safeguard 1 course (Child protection in sport basic awareness course).
3. Sign and agree to abide by the clubs code of conduct (TI 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. All forms are held by TI (e-mail version is adequate)

The code of conduct provides the foundation for expected and required behaviour of volunteers/coaches/leaders. It asks a series of declarative questions and asks that the applicant agree to abide by the clubs code of conduct or be subject to disciplinary proceedings. By signing this the applicant also agrees to a potential review of their role in the future.

- Those volunteering in a club setting who have not undergone safeguarding procedures 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.
- Those helping as a once off at an event who have not undergone safeguarding procedures are supervised by qualified volunteers nominated by the Children's Officer and are given roles with minimal interaction with the competing junior athletes. Volunteers at events are advised that when signing Triathlon Ireland Safe Recruitment Policy Revised August 2017 in at the event they are agreeing to abide by the TI Code of Conduct which is displayed at the event.
- All volunteers will be advised of their specific role and what is expected of them as well as their rights as a volunteer as per the Volunteer Code of Conduct (below).
- 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.
- Volunteers will be informed of how and who to report to either in a club or event setting.
- The club Children's officer keeps 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 year.

Volunteers Code of Conduct

Volunteers Should	Volunteers Should Not
<ul style="list-style-type: none"> • Be positive and approachable during competitions. Praise and encourage effort as well as results. • Put welfare of young person first, strike a balance between this and winning / results. • Encourage fair play and treat participants equally. • Have experience relevant to working with young people, hold up-to-date qualifications and provide effective supervision or work under the supervision of a qualified leader. • Keep a brief record of injury(s) and action taken. • Inform the designated person and parents when problems arise. • Report any concerns or poor practice or abuse in accordance with this TI Code reporting procedures to the designated person. • Have access to a phone in case of emergency. • Maintain confidentiality regarding sensitive information. • Sign on at event 	<ul style="list-style-type: none"> • Use any form of physical punishment or physical force on a child. • Exert undue influence over a participant in order to obtain personal benefit or reward. • Take children to their home. • Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about or to a child. This includes innuendo, flirting or inappropriate gestures and terms • Allow rough/dangerous play bullying, bad language or inappropriate behaviour. • Condone rule violations or the use of prohibited substances. • Use sanctions that humiliate or harm young people. • Smoke or consume alcohol during event. A breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.
Volunteers Rights	Volunteers will avoid
<ul style="list-style-type: none"> • Access to training and information about the event. • Clear role description for the event. • Support in reporting abuse or poor practice. • Fair treatment by NGB (TI). • Protection from abuse by children/parents/other volunteers. • Not to be left vulnerable while working with children. 	<ul style="list-style-type: none"> • Spending excessive amounts of time alone with children away from others except in cases of emergency. • Taking children on journeys alone in their car except in cases of emergency.

Parents/Guardians Code of Conduct

Parents Should

- Respect the rules and procedures set down by the club and Triathlon Ireland.
- Respect your child's teammates and leaders as well as athletes, parents and coaches from opposing teams. Encourage your child to treat other participants, coaches, technical officials and organisers with respect.
- Give encouragement and applaud only positive accomplishments whether from your child, his/her teammates, their opponents or the officials.
- Respect the officials and their authority during sessions and events within the organisation and under the auspice of the club.
- Never demonstrate threatening or abusive behaviour or use foul language.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Accept it is parents/guardians responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure the environment is safe and enjoyable for your child/children.
- Promote fair play and the positive aspects of sport.
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or TI.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.
- Promote participation for children that is fun, safe and in the spirit of fair play.
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- You should have the opportunity to put forward suggestions and comments.
- Provide the Club and your child with emergency contact information.
- Abide by the Photography and Videography policy.
- Be aware and abide by the Volunteers code of conduct as well as the club rules and regulations.

Coaches Code of Conduct:

Coaches should	Coaches should not
<ul style="list-style-type: none"> • Be positive during sessions and competitions, praise and encourage effort as well as results • Put welfare of young person first, strike a balance between this and winning / results • Encourage fair play and treat participants equally • Recognise developmental needs, ensuring activities are appropriate for the individual • Plan and prepare appropriately • Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code • Involve parents where possible and inform parents when problems arise • Keep a record of attendance at training and competitions • Keep a brief record of injury(s) and action taken • Keep a brief record of problem/action/outcomes, if behavioural problems arise. • Report any concerns in accordance with this Code's reporting procedures 	<ul style="list-style-type: none"> • Use any form of physical punishment or physical force on a child • Exert undue influence over a participant in order to obtain personal benefit or reward • Take children to their home • Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about or to a child. This includes innuendo, flirting or inappropriate gestures and terms • Take measurements or engage in certain types of fitness testing without the presence of another adult • Undertake any form of therapy (hypnosis etc.) in the training of children <p>Where possible I will avoid:</p> <ul style="list-style-type: none"> • Spending excessive amounts of time with children away from others • Taking sessions alone • Taking children on journeys alone in my car.