

Safeguarding information for Staff, Volunteers, Officials and Event organisers at Cork City Triathlon.

As a volunteer, staff member or official at Cork City Triathlon we need to give you the following Safeguarding information as there will be junior athletes (under 18) in attendance.

### **Event Safeguarding Lead Officers**

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

Name: Niamh O’Gorman

Contact number: +353 87 3627106 PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Email: [niamh@triathlonireland.com](mailto:niamh@triathlonireland.com)

Name: Mary Crosbie

Contact number: +353 873793721 PLEASE SAVE THIS NUMBER TO YOUR PHONE.

Email: [mary@triathlonireland.com](mailto:mary@triathlonireland.com)

Please feel free to contact Niamh or Mary at any time with any questions or concerns.

Volunteer/Official /Staff Safeguarding responsibilities

All volunteers, officials and staff 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 who are not in your care.

[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 parent/carer of the young person and either the parent/carer or one for the safeguarding team will accompany the young person while they receive medical assistance.

### **Changing Area**

The changing area is for athletes only, coaches, athlete support personnel, staff or volunteers will not be permitted to enter the changing area.

### **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 outside of the event you can contact the statutory authorities. The Gardaí (police) 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

### **Non Safeguarding 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/carers, athlete support personnel, 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 Cork City Triathlon. 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 will not do so in the presence of athletes or young volunteers whilst at the event or at the event HQ.

## Officials, Event Management team, Volunteers Code of Conduct

I am aware that I am an ambassador for my organisation 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 agree to read the [Safeguarding policy](#) for the event and abide by its content.

I understand that any breach of this code of conduct could result in me being sent home or withdrawn from the Cork City Triathlon and subject to disciplinary action from Triathlon Ireland which could jeopardise my future participation within the sport.

Officials, Event Management team, Volunteers Code of Conduct will:

- Respect the rights and welfare of the athletes, coaches, other officials, staff and volunteers at all times.
- Promote relationships with athletes, coaches, staff, volunteers and supporters that are based on openness, honesty, trust and respect.
- Will show patience and understanding towards young athletes and support their welfare through the event.
- Will wear my accreditation and/or required kit for the duration of the event.
- 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 they do outside of officiating duties.
- Will not consume any substances (legal or illegal) that will impair my judgement, take part in activities that will bring the sport, Triathlon Ireland or Europe Triathlon into disrepute.
- Will not condone rule violations or the use of prohibited substances.
- 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 in official Triathlon Ireland kit for the duration of their role and responsibilities at the Cork City Triathlon.
- 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.
- Will not take a child alone in their car except in case of emergency where safeguarding

lead has been informed or be alone with a child in an enclosed area.

- 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 Europe Triathlon.
- Will respect the differences between everyone at the event in terms of age, gender (including transgender), ethnicity, religious beliefs, sexual orientation or disability.
- Will respond to any concerns about a child's or young person's welfare, working in partnership with the Event Safeguarding Lead Officer in the young person's best interests.
- If a child or young person shares their concerns with, I listen, stay calm, not make judgements or false promises and will in a timely manner inform the Event Safeguarding Lead Officer.
- Will fully uphold the policies and regulations of Triathlon Ireland and the Cork City Triathlon.