



SWIM BIKE RUN - SAFE

British Triathlon and the Home Nations Safeguarding Procedures



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Introduction

These procedures apply to everyone involved in British Triathlon and Home Nation governed activity and have been approved by British Triathlon, Triathlon England, Welsh Triathlon and Triathlon Scotland.

They set out what you must do when there is a Safeguarding Concern about a child or adult who is at risk of, or experiencing actual abuse and harm and how this concern will be managed by British Triathlon and the Home Nations.

The procedures operate in conjunction with the British Triathlon and the Home Nations Safeguarding and Protecting Children Policy, Safeguarding Adults Policy and the Safeguarding Standards and Best Practice.

For the purpose of these procedures:

A **child** is defined as anyone under the 18 years of age.

An **adult** is defined as anyone who is 18 years of age or older.

Section 1 – Safeguarding Procedures for Everyone

Top Tips for Handling a Safeguarding Concern



SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

At British Triathlon our mission is to keep triathlon a safe sport, making it a fun experience for everyone. Below is a quick guide to safeguarding best practice, neatly summed up by the four Rs of safeguarding:

- 
Recognise

Do not decide whether abuse or harm has occurred, but if something doesn't feel or look right or rings an alarm bell – take action.
Go with your gut feelings. Talk to your Club Welfare Officer or the British Triathlon Safeguarding Team.
- 
Respond

To the needs of the person at risk or something they have told you – talk to your Club Welfare Officer or the British Triathlon Safeguarding Team.
Stay calm, reassure them, make no promises, call emergency services if there is an immediate risk of harm.
- 
Record

Make a factual record of the safeguarding concern as soon as possible.
- 
Refer

Refer the safeguarding concern without delay to your Club Welfare Officer or the British Triathlon Safeguarding Team.

Recognising a Safeguarding Concern

Everyone has a duty of care to act when they recognise Safeguarding Concerns. It is important that signs of abuse or harm are not ignored.

There are many signs and indicators that may suggest a Safeguarding Concern about a child or adult:

- For children the NSPCC has a comprehensive list of the types of abuse and their indicators [here](#).
- For adults The Ann Craft Trust identifies a number of types of abuse that may affect adults [here](#).

Safeguarding Concerns signs and indicators

- Unexplained change in behaviour.
- Unexplained bruises or injuries, or an injury for which the explanation seems inconsistent.
- Missing belongings or money.
- Not attending / no longer enjoying sessions.
- Distrust of a person in a position of trust / authority and particularly those with whom a close relationship would normally be expected.
- Changes in weight, or unwilling to eat with others.
- Sexually explicit knowledge or behaviour.
- Genital pain, stomach pains, discomfort, pregnancy, incontinence, urinary infections, STDs.
- Dirty, ill-fitting clothes or a lack of appropriate clothing for the weather.
- Self-harm. Refusal to remove clothing for normal activities or keeping covered up in warm weather.
- A fear of a particular group of people or individual.
- Low self-esteem, increased anxiety, being withdrawn.
- Displaying hyper vigilant behaviour.
- Less willing to share information, talks about keeping secrets.

Recognising a safeguarding disclosure

A disclosure of abuse or harm may happen in a variety of ways:

- Directly – making specific statements about what's happened.
- Indirectly – making ambiguous verbal statements which suggest something is wrong.

Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate) non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

A child or adult may not always be aware that they are disclosing through their actions and behaviour. In some circumstances a disclosure may be partial, this means some details or information about what a child or adult has experienced will be given, but not the whole picture. This could take place over a period of time which when pieced together gives full picture of what is happening. However, it is important that initial signs of abuse or harm are not ignored and reported immediately.

Responding to a Safeguarding Concern

Safeguarding Concerns may come from a number of sources: the child or adult themselves, a friend, coach, parent / carer or guardian, someone else or information that is shared from another organisation. It is not your responsibility to prove or decide whether a child or adult has been harmed or abused. It is, however, everyone's responsibility to recognise, respond to and report concerns they have.

Key points when responding to all Safeguarding Concerns

- Stay calm and take all Safeguarding Concerns seriously. Don't rush into actions that may be inappropriate.
- Ensure that the child or adult's immediate needs are met, and that the priority is their safety and protection from further risk of harm.
- Do not seek to investigate the Safeguarding Concern or let doubt / personal bias prevent you from reporting. Do not make assumptions or speculate.
- Where the Safeguarding Concern involves an adult, where it will not put them at further risk, discuss the concerns with the adult and ask them what they would like to happen next.
- Be mindful of the need to be confidential. Information should only be shared with the club welfare officer / British Triathlon or Home Nation lead safeguarding officer and others on a need-to-know basis. Ensure that anyone you share the details with must recognise the sensitive nature of the information.
- If the parents, guardian or carers are not implicated by the Safeguarding Concern they should be informed, except where this may place the child or adult, or someone else, at increased risk. When unsure, seek advice from the club welfare officer / British Triathlon or Home Nation lead safeguarding officer.
- Report the Safeguarding Concern. In an emergency, call the emergency services (999), otherwise talk to the club welfare officer / British Triathlon or Home Nation lead safeguarding officer as soon as possible.

Key points when responding to a direct disclosure

- Listen carefully and calmly, allow them the space and time to talk.
- Reassure the child or adult that they have done the right thing and what they have told you is very important.
- Avoid questioning where possible, and never ask leading questions. Only ask questions if you need to identify / clarify what the child or adult is telling you.

- Do not promise secrecy, let them know that you will need to speak to the club welfare officer / British Triathlon or Home Nation lead safeguarding officer because it is in their best interest. If you intend to speak to the police or other statutory body, you should let them know this too.
- Do not probe for more information than is offered or give personal viewpoints or opinion.
- Do not assume the child or adult has disclosed or can disclose this to another person.
- Make a record of what the child or adult has said as soon as possible after the disclosure.

Recording a Safeguarding Concern

All Safeguarding Concerns about a child or adult must be recorded. Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. When making the record it is important to distinguish between things that are fact and things that have been observed or overheard, to ensure that information is as accurate as possible.

Records should include details of:

- the person making the referral;
- the child or adult concerned;
- the individual who the concerns is made against;
- any witnesses;
- the incident / concern:
 - how the report was made (in person / self-disclosure, second hand by someone else, observation);
 - date / time / location;
- the child or adults' own words and views (do not try to edit or make it sound polite or less concerning);
 - what nature of the concern is;
 - description of any visible injuries or behaviours;
- any action taken and by who, such as if the concerns have been reported to any external agencies or if the parent / carers have been informed.

Referring a Safeguarding Concern

You should not decide whether a child or adult has been abused, nor it is not your responsibility to investigate any Safeguarding Concerns, nor determine whether abuse or harm has taken place, but rather refer Safeguarding Concerns appropriately.

Passing on information about a Safeguarding Concern is important because the matter may be just one of a series of other instances which together establishes a pattern of behaviour that causes concern. It supports British Triathlon and the Home Nations to act appropriately to support / deal with the concern and to analyse trends and improve existing policy and guidance.

All Safeguarding Concerns should be referred to the club welfare officer or, where the welfare officer is not available or they are implicated, the British Triathlon or Home Nation lead safeguarding officer.

If you need advice outside of business hours, and it is not an emergency, you can contact the NSPCC.

If you think a child or adult is in immediate danger or requires medical attention, you should call the emergency services. Then inform the club welfare officer or British Triathlon or Home Nation lead safeguarding officer as soon as possible and let them know:

Name and job title of the member of emergency services staff to whom the Safeguarding Concerns were passed (if known);

The time and date of the referral call;

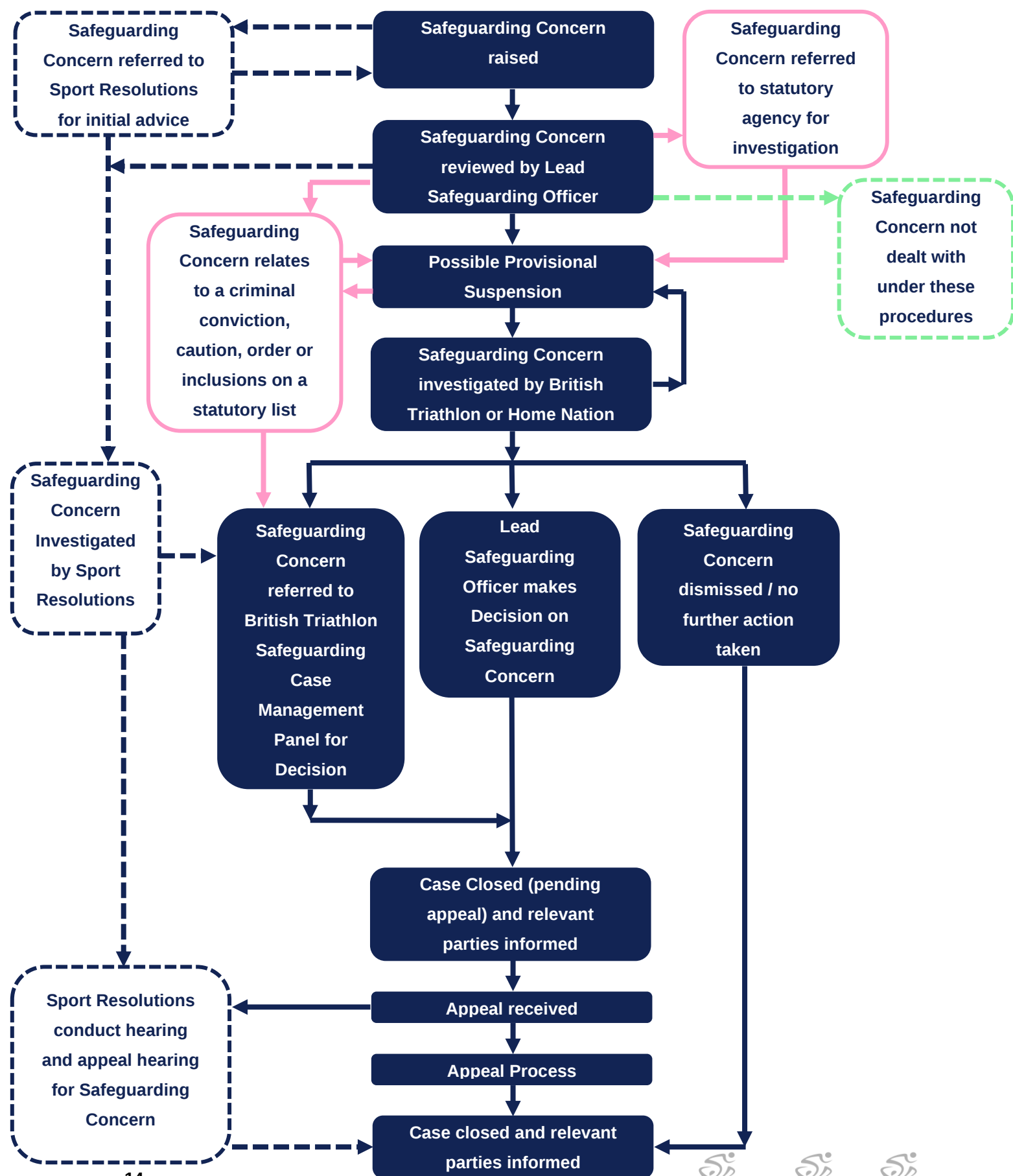
A summary of the Safeguarding Concern shared, and the response received.

Contacts to use when referring a Safeguarding Concern

- British Triathlon Lead Safeguarding Officer: 01509 837137 (option 1) | 07793 647578 | concern@britishtriathlon.org
- Triathlon England Lead Safeguarding Officer: 01509 837137 (option 1) | 07384214726 | concern@britishtriathlon.org
- Welsh Triathlon Lead Safeguarding Officer: 0300 300 3128 / 07587 038156 | welfare@welshtriathlon.org
- Triathlon Scotland Lead Wellbeing & Protection Officer: 07734 287603 | welfare@triathlonscotland.org
- Emergency Services: 999
- NSPCC: 0808 800 5000 | email help@nspcc.org.uk

Section 2 – Safeguarding Procedures for British Triathlon and the Home Nations

Safeguarding Procedures Flowchart



British Triathlon and Home Nation Procedure

Sport Resolutions Procedure

Statutory Agency Procedure

Alternative Procedure followed

1. Purpose

- 1.1. The British Triathlon and the Home Nations Safeguarding Procedures (referred to as the “Procedures”) provide a framework for the investigation and resolution of Safeguarding Concerns involving children or adults in a fair, consistent, and transparent manner.
- 1.2. The principles set out in the British Triathlon and the Home Nations Safeguarding and Protecting Children and Adults’ policies will be applied when following these Procedures.

2. Terminology

Appellant	the person appealing a decision by the Lead Safeguarding Officer or Safeguarding Case Management Panel
British Triathlon	the National Governing Body for the sport of triathlon in Britain
Decision	a written or oral decision of the Lead Safeguarding Officer, Safeguarding Case Management Panel, or Safeguarding Appeal Panel
Governed Activity	activity which comes under the jurisdiction of British Triathlon or one of the Home Nations
Home Nation	Triathlon England, Triathlon Scotland, and Welsh Triathlon respectively, or any successor body in each case, being the bodies responsible for triathlon in their respective countries
Lead Safeguarding Officer	the individual employed by British Triathlon or a Home Nation to receive and act upon Safeguarding Concerns in line with these Procedures
National Safeguarding Panel	the National Safeguarding Panel (NSP) operated by Sport Resolutions for the professional management of safeguarding complaints and concerns on behalf of National Governing Bodies of Sport
Provisional Suspension	a temporarily applied suspension, restriction or condition imposed in accordance with these Procedures

Safeguarding Appeal Panel	a panel appointed from the British Triathlon Safeguarding Case Management Group Register to determine appeals in accordance with these Procedures
Safeguarding Case Management Group Register	individuals recruited by British Triathlon and the Home Nations to independently provide advice, guidance, and recommendations in relation to the management of Safeguarding Concerns, cases and adverse DBS/PVG disclosures on a case-by-case basis
Safeguarding Case Management Panel	a panel appointed from the British Triathlon Safeguarding Case Management Group Register to determine a safeguarding case and any other responsibilities in accordance with these Procedures
Safeguarding Concern	safeguarding concerns are not capable of exhaustive definition, but they may include, but not limited to, to any form of physical, sexual or emotional behavior or mistreatment, or lack of care or behavior which leads to injury, harm, bullying or poor practice, or behaviour which directly or indirectly harms the safety and welfare of a child or adult, or behaviour which poses is an actual, probable or potential risk of harm to the safety and welfare of a child or adult
Sport Integrity Service	means the independent disclosure, reporting line and investigation service available for all athletes and staff on Olympic and Paralympic performance programmes, to report allegations of unacceptable behaviour.
Subject of Concern	a person, organisation, club or entity who or which is the subject of a Safeguarding Concern under these Procedures
Risk Management Measures	the measure(s) imposed by a Lead Safeguarding Officer, Safeguarding Case Management Panel, or Safeguarding Appeal Panel in accordance with these Procedures

3. Scope

3.1. These Procedures apply to:

- 3.1.1. Safeguarding Concerns relating to children or adults arising from any British Triathlon or Home Nation Governed Activity;

- 3.1.2. anyone involved directly or indirectly in British Triathlon and Home Nation Governed Activity whether they are members or not;
- 3.1.3. Safeguarding Concerns involving British Triathlon and Home Nation members.

4. Jurisdiction

- 4.1. British Triathlon and the Home Nations have the jurisdiction under these Procedures to consider any Safeguarding Concern which comes to our attention by any means (including, without limitation, via the media) relating to a child or adult.
- 4.2. British Triathlon and the Home Nations reserve the right at any point and in their absolute discretion to refer any Safeguarding Concern to the National Safeguarding Panel for independent consideration under their procedures, which are deemed to be incorporated by reference to this paragraph. This may involve any one or more of the three services offered by the National Safeguarding Panel:
 - 4.2.1. initial advice - for advice and guidance in the initial stages of a referral about how to respond to any Safeguarding Concern raised;
 - 4.2.2. investigations - to appoint an independent investigator to undertake an investigation in relation to any Safeguarding Concern or allegation requiring investigation under British Triathlon and Home Nation Safeguarding Procedures;
 - 4.2.3. hearings and / or appeal hearings – to refer any Safeguarding Concern for final and binding arbitration, and / or an appeal via a tribunal to be dealt with by Sport Resolutions. The decision of Sport Resolutions in regard to any appeal shall be final and binding on all concerned
- 4.3. British Triathlon and the Home Nations also reserve the right at any point and in their absolute discretion to refer a Safeguarding Concern to the Sport Integrity Service for independent consideration under their procedures, which are deemed incorporated by this paragraph. This may involve the commission of an independent investigation or disciplinary procedure into concerns involving: i) elite athletes; ii) elite athlete support personnel; or iii) British Triathlon and/or Home Nation office holders as defined within the procedures of the Sport Integrity Service.
- 4.4. These Procedures shall be in force from the date approved and shall replace any previous safeguarding disciplinary procedures published by British Triathlon and the Home Nations.

5. Grounds for Action

- 5.1. British Triathlon and the Home Nations may take action under these Procedures in regard to a Safeguarding Concern where one or more of the below has occurred:
 - 5.1.1. there was a failure to safeguard and protect the safety and welfare of a child or adult;
 - 5.1.2. harm or abuse was caused or was likely to have been caused to a child or adult;

- 5.1.3. there is an actual, probable or potential risk of harm to the safety and welfare of a child or adult;
- 5.1.4. the behavior or conduct of an individual organisation or club, indicates they may not be suitable to work with children or adults in the sport of triathlon;
- 5.1.5. there was a failure to uphold British Triathlon and the Home Nations safeguarding policies, procedures, standards, requirements, codes of practice and ethics.

6. Standard of Proof

- 6.1. In making any decision or determination on any case, the Lead Safeguarding Officer, Safeguarding Case Management Panel or Safeguarding Appeal Panel will require to be satisfied to the civil standard of proof of on the balance of probabilities.

7. Action Taken Following Receipt of a Safeguarding Concern

- 7.1. All Safeguarding Concerns received will be reviewed by the Lead Safeguarding Officer of British Triathlon or Home Nation to determine the appropriate response and action required.
- 7.2. The Lead Safeguarding Officer may determine the Safeguarding Concern is not a case for these Procedures and decide what alternative policy and procedures need to be followed (if any).
- 7.3. Following the report of a Safeguarding Concern the Lead Safeguarding Officer may decide:
 - 7.3.1. to refer the matter to the emergency services (where they consider there could be an immediate risk of harm or danger); and/or
 - 7.3.2. to refer the matter to a statutory safeguarding agency (where there is a child or adult protection need); and/or
 - 7.3.3. follow the process set out in these Procedures in dealing with the Safeguarding Concern; and/or
 - 7.3.4. deal with the Safeguarding Concern by way of remedial action, corrective advice, guidance, support, monitoring or refer the Safeguarding Concern to the relevant club, association or organisation for it to be dealt with (with the support and guidance of the Lead Safeguarding Officer) under their own policies and internal procedures.
- 7.4. Where an individual has been referred to the emergency services or a statutory safeguarding agency or charged with a criminal offence or is the subject of an investigation by the statutory safeguarding agencies, the Lead Safeguarding Officer may postpone consideration of the case pending the consideration or outcome of any actions or

investigations by such relevant bodies. This will not preclude the Lead Safeguarding Officer from imposing a Provisional Suspension or any other relevant risk management measures in the interim.

8. Criminal Convictions, Cautions, Orders and Statutory Lists

- 8.1. Where a Subject of Concern has been:
- 8.1.1. convicted of a criminal offence or recorded a caution in respect of an offence against or concerning children or adults; and/or
 - 8.1.2. included, or placed, on any statutory list barring, or restricting, them from working with children or adults; and/or
 - 8.1.3. is subject to an order or any other criminal or civil order issued in respect of the protection of children or adults then the conviction, caution, order, restriction, or inclusion on a list shall be conclusive proof of grounds for action to be taken against that person under these Procedures by a Safeguarding Case Management Panel.

9. Provisional Suspension

- 9.1. The Lead Safeguarding Officer at any point in time has the power to impose a Provisional Suspension from any involvement in the sport of triathlon across Britain or the Home Nations where there are grounds for action under these Procedures as set out in paragraph 5. A Provisional Suspension is a neutral act made without prejudice. It protects all parties and does not indicate guilt.
- 9.2. In determining whether to impose a Provisional Suspension the Lead Safeguarding Officer shall consider:
- 9.2.1. any actual, probable or potential risk of harm to the safety and welfare of a child or adult presented by the Subject of Concern;
 - 9.2.2. whether the Subject of Concern is at risk of further allegations and for their protection a Provisional Suspension is appropriate;
 - 9.2.3. the seriousness of the Safeguarding Concern;
 - 9.2.4. whether the reputation of British Triathlon or a Home Nation would be at risk if it fails to impose a Provisional Suspension;
 - 9.2.5. whether a Provisional Suspension is necessary to allow the conduct of any investigation to proceed unimpeded;
 - 9.2.6. any instructions by a statutory agency that a Provisional Suspension is necessary or desirable.
- 9.3. Where the Lead Safeguarding Officer makes Decision to impose a Provisional Suspension, they shall seek ratification from three members of the British Triathlon

- Safeguarding Case Management Register within 7 days of notifying the Subject of Concern. Where ratification is not granted the Provisional Suspension will be removed.
- 9.4. The Lead Safeguarding Officer shall notify the Subject of Concern of the Provisional Suspension and its terms i.e. which aspect(s) of the sport and/or British Triathlon or Home Nation Governed Activity they are prohibited from undertaking. The Provisional Suspension will be effective from the date that it is notified. The Lead Safeguarding Officer shall also put in place appropriate welfare, wellbeing and mental health support to anyone subject to a Provisional Suspension.
 - 9.5. The Decision to impose a Provisional Suspension is not open to appeal. Any Provisional Suspension will be reviewed every twelve weeks by the Lead Safeguarding Officer and three members of the British Triathlon Safeguarding Case Management Register, taking into consideration the factors set out above in determining whether the continuation of the Provisional Suspension is justified.
 - 9.6. The Lead Safeguarding Officer shall consider which other person(s) or organisation(s) should be notified of the Provisional Suspension.
 - 9.7. Where a Provisional Suspension is imposed pending investigation by a statutory organisation the Lead Safeguarding Officer shall ensure ongoing liaison with the relevant body to ensure continuation of the Provisional Suspension is justified and relevant.
 - 9.8. Any breach of a Provisional Suspension shall constitute grounds for disciplinary action under the British Triathlon Disciplinary policy.

10. Investigation

- 10.1. All investigations will be overseen by the Lead Safeguarding Officer who will ensure that all enquiries necessary to establish the facts and circumstances of the Safeguarding Concern undertaken are relevant and proportionate, which may include:
 - 10.1.1. contacting and obtaining information and / or documentation from for example; the individual raising the Safeguarding Concern, any Subjects of Concern, witnesses, the police, any authority involved in safeguarding and protecting children and adults, or any other person at the discretion of the Lead Safeguarding Officer
 - 10.1.2. completing a safeguarding risk assessment using the facts, information, and documentation gathered to assess any actual, likely, probable or potential risk of harm by the Subject of Concern to the safety and welfare of a child or adult.
- 10.2. In carrying out investigations the Lead Safeguarding Officer will take account of the risk of harm that may be caused to anyone because of the investigation, particularly those who might already have been subject to harm as a consequence of the Safeguarding Concern and how to minimise that risk, balanced against the need to ensure an effective investigation.
- 10.3. Anyone who tries to intimidate, or influence any individual or witness involved in the investigation, whether directly or indirectly, or who fails to comply with a request or

requirement of the Lead Safeguarding Officer acting in good faith as part of the investigation carried out under these Procedures may become subject to disciplinary action under the British Triathlon Disciplinary Policy or a Provisional Suspension until outstanding requests have been complied with.

- 10.4. In circumstances in which the investigation involves communicating with, taking evidence from, or interviewing children or an adult at risk (as defined in legislation), and the issues to be investigated are of a sensitive nature, the Lead Safeguarding Officer shall deal with the investigation in a way that is appropriate to the sensitive nature of the subject.
- 10.5. The Lead Safeguarding Officer will identify anticipated timescales for the investigation to be undertaken and may provide periodic updates to the Subject of Concern during the course of the investigation where appropriate.
- 10.6. Where a Safeguarding Concern is raised in good faith, but it is not confirmed by the investigation, no action will be taken against the person who raised the concern. However, where it is established that the Safeguarding Concern raised was malicious or frivolous, or for personal gain, disciplinary action may be taken in line with the British Triathlon Disciplinary Policy.

11. Investigation Outcome

- 11.1. On completion of the investigation into the Safeguarding Concern, the Lead Safeguarding Officer shall make a Decision which will be one of the following:
 - 11.1.1. take no further action and, if appropriate, inform the individual(s) concerned;
 - 11.1.2. dismiss the Safeguarding Concern on the grounds that:
 - 11.1.2.1. there is not enough evidence to warrant further action being taken; or
 - 11.1.2.2. it is vexatious or malicious; or
 - 11.1.2.3. it does not fall within the authority of British Triathlon or the Home Nations;
 - 11.1.3. decide on the appropriate Risk Management Measures as set out in paragraph 15.1 which reflects the harm caused, or was likely to have been caused, and addresses the actual, probable or potential identified risks. Where any of the Risk Management Measures imposed by the Lead Safeguarding Officer are not completed within the timeframe set by the Lead Safeguarding Officer, the case will be referred to the Safeguarding Case Management Panel;
 - 11.1.4. refer the Safeguarding Concern as a case to the Safeguarding Case Management Panel for determination and decision on the appropriate Risk Management Measures.
- 11.2. Failure to comply with any Decision (whether the Decision is made by the Lead Safeguarding Officer, Safeguarding Case Management Group or the Safeguarding Appeal

Panel) shall itself be grounds for disciplinary action under the British Triathlon Disciplinary Policy.

12. Safeguarding Case Management Panel

- 12.1. The Safeguarding Case Management Panel will be drawn from members on the British Triathlon Safeguarding Case Management Register and shall consist of a minimum of three members one of whom will act as chair.
- 12.2. The Lead Safeguarding Officers of British Triathlon and/or the Home Nations may also attend the Safeguarding Case Management Panel meeting at the invitation of the panel in a non-voting capacity.
- 12.3. The Safeguarding Case Management Panel members must have no actual or potential conflict of interest or any previous involvement with the case under consideration.

13. Notice of Safeguarding Case Management Panel Meeting

- 13.1. A meeting of the Safeguarding Case Management Panel shall be arranged as soon as practicable and in any event within one month of a referral from the Lead Safeguarding Officer pursuant to paragraph 11. The Subject of Concern will be given at least 21 days' notice of the date of the meeting. The meeting will either be face-to-face, on paper (i.e. without an in-person meeting) or be conducted via video conference at the discretion of the Lead Safeguarding Officer.
- 13.2. The Lead Safeguarding Officer will send notice of the Safeguarding Case Management Panel meeting to the Subject of Concern and the appointed Safeguarding Case Management Panel. The information provided in the notice is strictly confidential and may be redacted by the Lead Safeguarding Officer (in their discretion) for any reason, including to protect private, sensitive and / or confidential information and the anonymity of the witnesses. The notice will ordinarily include:
 - 13.2.1. the date, time, and place (online or in person) for the meeting and name the individuals of the Safeguarding Case Management Panel;
 - 13.2.2. details of the case along with all supporting evidence, information and documentation including witness statements collected during the investigation;
 - 13.2.3. the terms and conditions of any Provisional Suspension (if different from, or not already imposed under, paragraph 9);
 - 13.2.4. a requirement for the Subject of Concern to provide their written response within 21 days.

- 13.3. The Subject of Concern shall send their written response to the Lead Safeguarding Officer which will include:
- 13.3.1. any written submissions, evidence, information and / or documentation in support of their position or which they seek to rely upon.
 - 13.3.2. the name and contact details for any individuals British Triathlon may contact to obtain a character reference for yourself if they wish to include this in their written submissions; and
 - 13.3.3. whether they wish to make any representations to the Safeguarding Case Management Panel in person.
- 13.4. When sending notice of the Safeguarding Case Management Panel meeting the Lead Safeguarding Officer will also notify the parent / carer of the Subject of Concern where the Subject of Concern is or was under the age of 18 years when the Safeguarding Concern is alleged to have occurred.
- 13.5. If the Subject of Concern fails or refuses to respond to the notice by the stipulated deadline the Safeguarding Case Management Panel shall determine the case without their response provided, they are satisfied that the Subject of Concern was properly served with the notice.

14. Meeting and Decision of the Safeguarding Case Management Panel

- 14.1. The Safeguarding Case Management Panel shall have the discretion to set directions generally as to the conduct of the proceedings so long as they are conducted fairly and objectively, with the Subject of Concern given a full opportunity make representations, call any relevant evidence and answer questions by the Safeguarding Case Management Panel.
- 14.2. A meeting of the Safeguarding Case Management Panel is not a judicial hearing and so evidence given will not be delivered under oath. All parties will provide truthful evidence.
- 14.3. The Safeguarding Case Management Panel may proceed with the meeting in the absence of the Subject of Concern, or where the Subject of Concern has requested that the case is dealt with in their absence.
- 14.4. The Safeguarding Case Management Panel may at any stage, and in its absolute discretion, request that the case be referred to a statutory agency for consideration before the case is determined under these Procedures.
- 14.5. Proceedings of the Safeguarding Case Management Panel shall take place in private. The Safeguarding Case Management Panel shall not issue any press statement, social media posts, or conduct any press conferences. All announcements in relation to any Decision of

- a Safeguarding Case Management Panel shall be made by British Triathlon or the relevant Home Nation.
- 14.6. The Safeguarding Case Management Panel will consider the case based on:
- 14.6.1. all material provided by the Lead Safeguarding Officer;
 - 14.6.2. written submissions, evidence, information and / or documentation submitted by the Subject of Concern; and
 - 14.6.3. any representations made by the Subject of Concern to the Safeguarding Case Management Panel.
- 14.7. The Safeguarding Case Management Panel may request further information or ask the Lead Safeguarding Officer to conduct further investigations as appropriate before making a Decision.
- 14.8. The Safeguarding Case Management Panel shall decide on the appropriate Risk Management Measures as set out in paragraph 15 which suitably reflect the case and the harm caused, or likely to have been caused, and addresses the actual, probable or potential identified risks.
- 14.9. The Safeguarding Case Management Panel shall notify its Decision to the Lead Safeguarding Officer and the Lead Safeguarding Officer shall notify the Subject of Concern of the Decision within 7 days of the Safeguarding Case Management Panel meeting.
- 14.10. The notification shall advise the Subject of Concern that they have 21 days in which to appeal the Decision.
- 14.11. Where an appeal against the Risk Management Measures is made the Risk Management Measures will be stayed pending the determination of the appeal.

15. Risk Management Measures

- 15.1. The Lead Safeguarding Officer Safeguarding and Safeguarding Case Management Panel are entitled to impose any one or more of the following Risk Management Measures across Britain or the Home Nations as they deem appropriate:
- 15.1.1. requiring the Subject of Concern to acknowledge their behaviour, and / or provide an apology;
 - 15.1.2. issuing the Subject of Concern with a formal warning / reprimand as to future conduct and outlining the areas of concern which must be addressed (to the satisfaction of the Lead Safeguarding Officer);
 - 15.1.3. requiring the Subject of Concern to undertake specific training / education along with expected timeframes for completion, and / or be supervised or monitored for a specified period of time;
 - 15.1.4. extending a Provisional Suspension until such time as the Subject of Concern has complied with any of the Risk Management Measures;

- 15.2. The Lead Safeguarding Officer Safeguarding and Safeguarding Case Management Panel are entitled to impose any one or more of the following Risk Management Measures across Britain or the Home Nations as they deem appropriate:
- 15.3. In addition to paragraph 15.1 the Safeguarding Case Management Panel is also entitled to impose any one or more of the following Risk Management Measures across either Britain or the Home Nations:
- 15.3.1. suspending for a specified period or banning permanently the Subject of Concern from certain (including all) aspects of British Triathlon or Home Nation Governed Activity;
 - 15.3.2. suspending for a specified period, banning permanently, terminating or revoking a Subject of Concern's membership;
 - 15.3.3. suspending for a specified period, banning permanently or imposing conditions on the Subject of Concern from carrying out a role such as but not limited to coach, leader, activator, technical official, volunteer, or roles held at a club or in a region;
 - 15.3.4. referring the Subject of Concern to a statutory agency such as the Disclosure and Baring Service (England and Wales) and / or Disclosure Scotland;
 - 15.3.5. reaching any other Decision which the Safeguarding Case Management Panel deems is appropriate having regard to the circumstances of the case.

16. Appeal

- 16.1. A Subject of Concern may appeal the Decision of the Lead Safeguarding Officer or Safeguarding Case Management Panel which may be made only on one or more of the following grounds:
- 16.1.1. the Decision of the Lead Safeguarding Officer or Safeguarding Case Management Panel was based on error of fact or could not have been reasonably reached faced with the evidence before it;
 - 16.1.2. there was serious procedural or other irregularity in the proceedings by the Lead Safeguarding Officer or Safeguarding Case Management Panel;
 - 16.1.3. significant and relevant new evidence has come to light that was not available or could not have become available when making reasonable enquiries and, had it been available, may have caused the Lead Safeguarding Officer or Safeguarding Case Management Panel to reach a materially different Decision;
 - 16.1.4. the Risk Management Measures imposed by the Lead Safeguarding Officer or Safeguarding Case Management Panel were manifestly unreasonable and disproportionate to the case level of risk in the light of the facts before the Lead Safeguarding Officer or Safeguarding Case Management Panel.
- 16.2. Any appeal must be received by the Lead Safeguarding Officer within 21 days of notification of the Decision by the Lead Safeguarding Officer or Safeguarding Case Management Panel.

- 16.3. The appeal must be in writing and sent to the Lead Safeguarding Officer and shall include:
 - 16.3.1. the identity of the Appellant;
 - 16.3.2. details of the Decision or part of the Decision being appealed against;
 - 16.3.3. full details of the grounds of appeal including which sub-section of paragraph 16.1 they relate to;
 - 16.3.4. copies of any documents or other material referred to or intended to be relied on in the appeal, including statements of any witnesses.
- 16.4. An appeal can be withdrawn by the Appellant by notifying the Lead Safeguarding Officer in writing prior to the meeting of the Safeguarding Appeal Panel. In such a case, the appeal shall be deemed to be abandoned and the Decision by the Lead Safeguarding Officer or the Safeguarding Case Management Panel will be applied with immediate effect and shall be final and binding. An Appeal which has been withdrawn may not be re-appealed.
- 16.5. The appeal shall be heard by a Safeguarding Appeal Panel.

17. Safeguarding Appeal Panel

- 17.1. The Safeguarding Appeal Panel members must have no actual or potential conflict of interest or any previous involvement with the case under consideration.
- 17.2. The Safeguarding Appeal Panel will be drawn from members on the British Triathlon Safeguarding Case Management Register and shall consist of a minimum of three members one of which will act as chair.
- 17.3. The Lead Safeguarding Officers of British Triathlon and / or the Home Nations may also attend the Safeguarding Appeal Panel meeting at the invitation of the Panel in a non-voting capacity.
- 17.4. The Safeguarding Appeal Panel will determine in their sole discretion whether the grounds for appeal are met. If they determine the grounds have not been met, the appeal will be rejected. The Decision of the Safeguarding Appeal Panel to accept (in whole or part) or reject the appeal is final and will be communicated by the Lead Safeguarding Officer to the Appellant within 7 days of the Decision by the Safeguarding Appeal Panel.

18. Meeting of the Safeguarding Appeal Panel

- 18.1. If the Safeguarding Appeal Panel decide to accept the appeal (in whole or in part) a meeting of the Safeguarding Appeal Panel will be arranged as soon as practicable and in any event within one month of that decision, and the Appellant will be given at least 21 days' notice of the date of the meeting. The meeting will either be face-to-face, on paper (i.e. without an in-person meeting) or be conducted via video conference at the discretion of the Panel. The notice will include the date, time, and place (online or in person) for the meeting and name the individuals of the Safeguarding Appeal Panel.
- 18.2. The procedure to be followed by the Safeguarding Appeal Panel shall be at the discretion of the chair, provided always that the hearing is conducted in a fair manner, with a

- reasonable opportunity provided for the Appellant to present evidence, address the Safeguarding Appeal Panel and present their case.
- 18.3. Unless the Safeguarding Appeal Panel determines otherwise an appeal will be limited to a consideration of the relevant appeal grounds and not de novo (from new).
- 18.4. The Safeguarding Appeal Panel shall have powers to:
- 18.4.1. uphold or amend the Decision(s) of the Lead Safeguarding Officer or Safeguarding Case Management Group, and/or reverse, amend, increase or decrease any Risk Management Measure(s);
 - 18.4.2. remit the case for re-hearing by the Safeguarding Case Management Group;
 - 18.4.3. take any other step or Decision it considers appropriate.
- 18.5. The deliberations of the Safeguarding Appeal Panel will be held in private.
- 18.6. The Decision of the Safeguarding Appeal Panel will be communicated in writing to the Lead Safeguarding Officer and the Appellant within 7 days of the Safeguarding Appeal Panel Decision.
- 18.7. The Decision of the Safeguarding Appeal Panel will be final and binding and there shall be no further right of appeal.

19. Confidentiality

- 19.1. All matters considered under these Procedures will be regarded as confidential (to the extent possible in the circumstances of each particular case) and used only for the purposes of these Procedures. However, there remains an overriding obligation to protect the welfare, wellbeing and safety of children and adults and therefore there may be a requirement by British Triathlon or a Home Nation to share information, Decisions and relevant Risk Management Measures (once the period for an appeal has passed) made under these Procedures as appropriate with third parties. This could include the club welfare officer, police, Local Area Designated Officer (LADO), Disclosure and Baring Service, Disclosure Scotland, children's services or adult care services, and those working in triathlon and other national governing bodies of sport or other relevant organisations.
- 19.2. British Triathlon and the Home Nations will do their utmost to protect the identity of anyone raising a Safeguarding Concern who does not want their name to be disclosed. However, it must be appreciated that an investigation may reveal the source of the information and a statement may be required from the individual raising the concern. They will be given prior notice of this and a chance to discuss potential consequences with the Lead Safeguarding Officer. It will be at the discretion of the Lead Safeguarding Officer whether to commence or continue with an investigation under these Procedures where the individual raising the Safeguarding Concern does not consent to their identity being disclosed.
- 19.3. British Triathlon and the Home Nations accept that the individual raising the Safeguarding Concern may need to be assured that the case has been properly addressed. Subject to

- any confidentiality requirements in connection with legal proceedings, they may receive if appropriate, information about the outcome of the case.
- 19.4. The Decisions, documentation and information pertaining to Safeguarding Concerns dealt with under this policy, including appeals, shall be recorded and retained indefinitely.

20. Publication of Decisions

- 20.1. Where the Safeguarding Case Management Group decides on a Risk Management Measure to suspend and / or ban permanently a Subject of Concern, British Triathlon and / or the Home Nations will publish the Decision on their websites for the purposes of safeguarding and protecting children and adults, enforcing compliance with Decisions and upholding and maintaining the highest standards of sporting integrity.
- 20.2. In order to appropriately balance integrity and confidentiality, the information published will only outline the Decision and will not include full details of the case. The information will ordinarily include, but is not limited to:
- 20.2.1. The name of the Subject of Concern;
 - 20.2.2. The role (e.g. coach, member) of the Subject of Concern;
 - 20.2.3. The Risk Management Measure/s and the date of the Decision.
- 20.3. Decisions will not be published where the Subject of Concern was aged under 18 at the time of the Safeguarding Concern or at the outcome of the Decision.
- 20.4. Where a Subject of Concern is subject to a suspension for a specified period and the suspension expires, the Decision will be removed from the published list.

21. Support

- 21.1. British Triathlon and the Home Nations may offer support to persons who are subject to these Procedures.
- 21.2. Individuals may be provided with contact details for an officer from British Triathlon or Home Nation who is available to offer impartial support and advice and they will not be the designated officer for other individuals involved in the Safeguarding Concern, nor will they be a member of the British Triathlon Safeguarding Case Management Group. The officer will provide appropriate communication in order for the individual to be kept informed of proceedings under these Procedures.

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