

Welfare and Safeguarding Policy V3

PeteWilbyTriathlon

Policy owner: Peter Wilby, Business Owner / Head Coach

Welfare & Safeguarding Officer: Laura Wilby

Date reviewed: September 2026

Next review: September 2027, or sooner following a significant safeguarding incident or change in guidance

1. Purpose

PeteWilbyTriathlon is committed to providing a safe, positive and inclusive environment for everyone taking part in our coaching, training sessions, events and activities.

Every child, young person and adult at risk has the right to take part in sport free from abuse, neglect, exploitation, bullying and avoidable harm.

This policy applies to PeteWilbyTriathlon coaches, staff, contractors, volunteers and participants and should be read alongside current British Triathlon safeguarding policies and procedures.

Safeguarding is everyone's responsibility. It is not only the responsibility of a coach, member of staff or participant to decide whether abuse has taken place. Concerns should be recognised, recorded and passed to the appropriate person or authority.

2. Our responsibilities

PeteWilbyTriathlon will:

- take reasonable steps to safeguard young people and adults participating in our activities;
- follow British Triathlon safeguarding guidance and procedures;
- ensure appropriate safeguarding checks, qualifications and training are in place for staff and volunteers where required;
- provide a clear route for reporting welfare and safeguarding concerns;
- take concerns seriously and respond appropriately;
- keep safeguarding information confidential and only share it with those who need it to protect the individual concerned; and
- review our safeguarding arrangements regularly and following significant concerns or incidents.

All staff and volunteers are expected to behave appropriately, maintain professional boundaries and report safeguarding concerns promptly.

3. Welfare & Safeguarding Officer

The PeteWilbyTriathlon Welfare & Safeguarding Officer is:

Laura Wilby

Laura is the first point of contact for welfare and safeguarding concerns relating to PeteWilbyTriathlon.

She is included in the staff WhatsApp group so that staff can contact her promptly and is available to staff, participants and parents/carers by **telephone, WhatsApp, text or email**. Please scroll down for her contact details.

Safeguarding concerns do not, however, have to be reported internally first. Anyone may contact British Triathlon or the appropriate statutory authority directly (scroll down for contact details options).

4. Reporting a concern

If someone is in immediate danger

Call 999 immediately.

Where appropriate, contact the relevant local authority Children's Social Care or Adult Social Care service.

Once the immediate danger has been addressed, inform the PeteWilbyTriathlon Welfare & Safeguarding Officer as soon as reasonably possible so that the concern can be recorded and any further safeguarding procedures followed.

Never delay contacting the emergency services in order to contact PeteWilbyTriathlon first.

If you have a welfare or safeguarding concern

If there is no immediate danger but you are concerned about the welfare or safety of a child, young person or adult at risk, contact:

Laura Wilby – Welfare & Safeguarding Officer

Staff should report concerns to Laura as soon as possible. Participants and parents/carers are also encouraged to contact Laura directly.

Make a clear written record of what you have seen, heard or been told. Record facts rather than assumptions and, where possible, use the person's own words.

Do not investigate the concern yourself.

Reporting outside PeteWilbyTriathlon

You do not have to report a concern through PeteWilbyTriathlon.

If you are uncomfortable reporting internally, the concern involves PeteWilbyTriathlon's safeguarding personnel, or you simply wish to seek independent safeguarding advice, you may contact British Triathlon safeguarding directly:

British Triathlon Safeguarding

Email: concern@britishtriathlon.org

Furthermore, you can also report a safety concern of any kind to British Triathlon, completely anonymously and it will be dealt with immediately, using this online form:

https://forms.cloud.microsoft/pages/responsepage.aspx?id=UC_-B3Vmc0eaZf_kO6STDkX49ga_K4BDI1eJIKAJTaxUOU1CWk1HOVFBT09FOUQ2QUxXTDhBV0Q4MC4u&route=shorturl

You may also contact the police, local authority safeguarding services or another appropriate safeguarding organisation directly.

5. Child abuse – duty to report

There are specific legal reporting requirements concerning child abuse.

Adults undertaking relevant activities with children in England, including sports coaching, may have a legal duty to notify the police or relevant local authority where they have reason to suspect that a child abuse offence may have been committed.

Staff must therefore **never ignore, delay or attempt to investigate such a concern themselves.**

Where a member of staff becomes aware of suspected child abuse, they should immediately inform the Welfare & Safeguarding Officer and ensure that the required report to the police or local authority is made as soon as practicable.

Where there is immediate danger, call **999** first.

6. Responding to a disclosure

If a child, young person or adult tells you something that raises a safeguarding concern:

- stay calm and listen;
- take what they tell you seriously;
- reassure them that they have done the right thing by telling someone;
- allow them to explain in their own words;
- do not investigate or ask leading questions;
- do not confront the person they are making an allegation about;
- do not promise confidentiality or agree to keep it secret;
- explain that you need to share the information with someone who can help;
- report the concern promptly; and

- make a written record as soon as possible, including the date, time and what was said.

Your role is to **listen, record and report**, not to investigate or decide whether abuse has occurred.

7. Confidentiality and records

Safeguarding information should be handled sensitively.

Information will only be shared where necessary to safeguard an individual, meet a legal obligation or enable an appropriate safeguarding authority to respond.

Written records should be factual, dated and stored securely. Safeguarding information should not be discussed casually or shared through staff or participant groups unnecessarily.

Protecting the welfare of the child, young person or adult takes priority over concerns about confidentiality or the reputation of PeteWilbyTriathlon or any individual involved.

8. Adults at risk

PeteWilbyTriathlon's safeguarding responsibilities also extend to adults.

Concerns about an adult should be reported to the Welfare & Safeguarding Officer and dealt with in accordance with British Triathlon's Safeguarding and Protecting Adults procedures.

Where possible, the wishes and consent of the adult should be respected. However, information may need to be shared without consent where there is an immediate risk of serious harm, risk to another person, a serious crime, a legal requirement to report, or concerns about the individual's capacity to make the relevant decision.

Where an adult is in immediate danger, call **999**.

9. Good safeguarding practice

PeteWilbyTriathlon expects everyone working on its behalf to maintain appropriate professional boundaries and place participant welfare first.

Coaches, staff and volunteers should:

- treat participants with dignity and respect;
- use appropriate language and behaviour;
- avoid unnecessary one-to-one situations where reasonable alternatives are available;

- use physical contact only when appropriate to the activity, coaching or safety of the participant;
- communicate with children and young people appropriately and professionally;
- raise concerns about the behaviour of another member of staff rather than ignoring them; and
- never allow concerns about reputation, relationships or inconvenience to prevent a safeguarding concern being reported.

10. Safeguarding in our activities

PeteWilbyTriathlon provides activities including online coaching, pool swimming, open-water swimming, cycling, running, triathlon coaching, one-to-one coaching, endurance/adventure swims and events.

Safeguarding arrangements should therefore be considered alongside the risk assessment and operating procedures for each activity.

Appropriate supervision, staff deployment, communication, emergency procedures and participant information form part of creating a safe environment.

Safeguarding concerns arising during any PeteWilbyTriathlon activity must be dealt with in accordance with this policy regardless of the location or type of session.

11. Further help and reporting

Safeguarding concerns can also be raised directly with British Triathlon:

British Triathlon Safeguarding
concern@britishtriathlon.org

Or anonymously using their online form:

https://forms.cloud.microsoft/pages/responsepage.aspx?id=UC_-B3Vmc0eaZf_kO6STDkX49ga_K4BDI1eJIKAJTaxUOU1CWk1HOVFBT09FOUQ2QUxXTDhBV0Q4MC4u&route=shorturl

Other sources of support include:

Police / Emergency Services: 999 in an emergency

Childline: 0800 1111

NSPCC: 0808 800 5000

Child Protection in Sport Unit (CPSU)

Current British Triathlon safeguarding policies, reporting procedures and contact information should be consulted where further guidance is required.

Policy commitment

PeteWilbyTriathlon recognises that safeguarding is an ongoing responsibility rather than simply a written policy.

We aim to create an environment in which concerns can be raised openly, are taken seriously and are acted upon appropriately, with the welfare of children, young people and adults at risk at the centre of our decisions.

Signed: Peter Wilby
Business Owner / Head Coach

Signed: Laura Wilby
Welfare & Safeguarding Officer

Review date: September 2027