



## How to Ensure Events Are Safe:

- Ensure you make the Triathlon NZ Member Protection Manual available to everyone and promote its existence.
- Communications should state all those involved with an event must ensure that every person is treated with respect and dignity and is safe and protected from abuse.
- This relates to ALL involved within the event including but not limited to; athletes, coaches, officials, marshals, parents, guardians, spectators, and sponsors to the full extent that is possible.
- Ask people to be vigilant and not to tolerate harassment in any form at the event (definitions and examples under [Section 5. Definitions](#))
- Assign a person at your event that anyone can approach regarding raising a concern of anyone's safety. Ensure that this person is always reachable and communicated clearly to all prior, throughout and post the event.
- Brief volunteers and event staff of what harassment is, the forms it can take and be vigilant throughout the event if they suspect or see it, and not to be afraid to raise a concern.
- If any individual has been subjected to/ witnessed/or suspects harassment in any form is taking place, Triathlon NZ urges them to make the steps they deem appropriate through our Complaints process (please refer to [Section 8. Complaints Process](#))

### Screening:

- As part of your duty of care ensure that suitable and appropriate employees and volunteers are engaged to work with children
- When recruiting people have robust and consistent screening and vetting processes in place. This can look like:
  - Checking referees – including making verbal or written enquiries to the person suitability for involvement with children under 18yrs
  - Interviewing the person
  - Obtaining a police check

### Good Practice Guidelines working with Children/Young People:

For full Good Practice Guidelines, please refer to [Section 6. Child Protection](#) in the Triathlon NZ Member Protection Manual.

- Never take, or are in the presence of, children/young people in secluded places where they will be alone, irrespective of gender.
- Never deliberately reduce a child/young person to tears as a form of control.
- Never use inappropriate language or allow other children to use inappropriate language unchallenged (e.g. swearing, name calling/put downs, sarcasm, innuendo, sexualised connotations, culturally or racially offensive comments).
- Never deliberately do something to make someone feel diminished or embarrassed.
- Never yell or shout at athletes as a reprimand or in response to anger.
- Never make sexually suggestive comments or actions to, or in the vicinity of a child/young person, even in fun.
- Never engage in, or allow unchallenged, any form of abuse or sexual harassment as described in this Policy Manual.