



How to Ensure Training Sessions Are Safe:

- Ensure you make the Triathlon NZ Member Protection Manual available to everyone and promote its existence.
- Communications should state all those involved 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 training environment.
- Ask people to be vigilant and not to tolerate harassment in any form pre, during and post training sessions (definitions and examples under [Section 5. Definitions](#))
- Assign and clearly communicate the person anyone can approach raising a concern of anyone's safety, including post training session.
- 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 coaches/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.

- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- At camps or 'away/out of town' sessions, adults should never enter children's rooms or invite children/young people into their room (other than the child's parents/caregivers) in the absence of other children.
- Where a coach believes it is necessary to touch an athlete in order to correct technique, it is important that they:
 - Consult with the parent/caregiver first if present; and/or
 - Ensure the child is made aware of the purpose of the contact and gives consent; and/or
 - Consider the appropriateness of the ways in which technique is corrected involving touch.
- Never take, or are in the presence of, children/young people in secluded places where they will be alone, irrespective of gender.
- 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 leave a training venue before all athletes have been collected or are continuing to be supervised by appropriate adults.
- Never engage in, or allow unchallenged, any form of abuse or sexual harassment as described in this Policy Manual.