Appendix 1

# Template Safeguarding Policy for a Member Federation

This document should be prepared with the advice and guidance of local organisations concerned with the protection of children and adults, as well as other relevant organisations, to ensure that the Policy is culturally appropriate and applicable. This is the best means of preparing a document that is adopted by the Member Federation and understood by its members and the wider community. The Member Federation will need to decide whether it will require its members to develop their own policies and procedures, or strongly encourage them to do so. The name of the Member Federation should be inserted between the square brackets [ ] throughout this document.

## Contents


1. Introduction
2. Policy Statement of Commitment and Principles
3. Definitions
4. Scope of the Policy
5. Reporting Concerns
6. Reporting Flowchart
7. Codes of Conduct
8. Recruitment
9. Training and Education
10. Disciplinary Procedures
11. Review
12. Monitoring

## 1 Introduction

[Member Federation] is responsible for promoting athletics within (Country) and for making it a safe environment in which children and adults can develop their talents and achieve their goals. These experiences should be fun and enjoyable. This Safeguarding Policy ("this Policy") sets out the responsibilities of [Member Federation] and [Clubs] to ensure that children and adults are able to take part in athletics safely.

Adherence to this Policy and the promotion of the principles of best practice contained within it will enable the Member Federation to provide and create safe, happy and inspiring environments in which its communities can enjoy and participate in athletics.

Abuse may be perpetrated by men, women or children. It occurs in every part of the world and in every sport and organisation. No region can consider itself exempt from, or immune to, its effects. Abuse, harassment and exploitation occur where there is an imbalance of power between individuals. Where one individual is in a more powerful position, they may exploit that position, and abuse, harassment or exploitation may then occur. The more vulnerable a person is, whether by reason of age, disability, financial situation or circumstances, the greater the likelihood that they will be subjected to abuse, harassment or exploitation.

## 2 Policy Statement of Commitment and Principles

[Member Federation] believes that every individual in athletics must be treated with respect and dignity, and has the right to participate without being subjected to abuse, harassment or exploitation. [Member Federation] will protect everyone within the scope of this Policy from such behaviour. [Member Federation] believes that this right applies irrespective of a person's origin, colour, age, disability, sex, gender identity, sexual orientation, ethnic origin, religion or belief. [Member Federation] is committed to preventing the abuse, harassment or exploitation of those to whom this Policy applies, and to creating safe environments in which everyone can participate in and enjoy sport to the best of their ability. This Policy protects athletes, coaches (including all athlete support personnel), officials, volunteers and board members, all of whom must understand their rights as well as their responsibilities in this area.

**The principles on which this Policy is based are as follows:**

- Everyone has the right to be treated with respect and dignity, and not to be subjected to discrimination on the basis of sex, origin, age, ethnicity, ability, sexual orientation, gender identity, beliefs, or religious or political affiliation.
- Everyone has the right to participate in, enjoy and develop personally through athletics in a safe and inclusive environment, free from all forms of abuse, harassment or exploitation.
- Everyone, children and adults alike, has the right to be heard, particularly when raising concerns about their own welfare or that of another person. Everyone should know whom to approach for help when they have concerns about a person's behaviour.
- Everyone is responsible for caring for and protecting children and for making decisions in their best interests, as their welfare is paramount.

**To this end, [Member Federation]:**

- ✓ will recognise that its board members are responsible for the implementation and enforcement of this Policy, and will appoint a “Safeguarding Champion” to embed the principles of this Policy in all aspects of its programmes;
- ✓ will have a designated member of staff or volunteer responsible for leading safeguarding efforts, to be known as the “Safeguarding Officer”;
- ✓ will ensure that everyone knows that this designated member of staff or volunteer is the person to whom they may turn if they are worried or have concerns about another person and their behaviour;
- ✓ will ensure that everyone is aware of their rights and of the procedures that will be followed if concerns are raised;
- ✓ will develop and implement policies and procedures, including codes of conduct, rules and disciplinary procedures, and will update them as appropriate;
- ✓ will provide support and guidance to anyone who requires it after raising a concern or making a complaint or allegation;
- ✓ will educate and train all staff and volunteers on how to deal with concerns and complaints;
- ✓ will deal with all concerns, allegations and complaints in a fair, transparent, effective and timely manner, ensuring that complainants are kept regularly informed of developments;
- ✓ will conduct all investigations and hearings in a manner that ensures an appropriate level of independence, so that there is no bias in the resulting report or risk assessment;
- ✓ will treat all information relating to concerns, complaints or allegations confidentially (to the extent permitted by law) and securely;
- ✓ will appoint the right people to the right roles, whether staff or volunteers, will carry out background checks and follow up references, and will ensure that only suitable persons are appointed;
- ✓ will work with local authorities, non-governmental organisations and community groups that provide support and guidance on behalf of social services, to ensure that everyone is kept safe.

## 3 Definitions

### Abuse, Harassment and Exploitation

Abuse, harassment and exploitation are described below. They may be perpetrated by men and women alike, and frequently occur where one party is in a position of authority from which they control the circumstances of the other. Where one individual has authority over another in a relationship, situations may arise in which abuse becomes easier. Individuals at risk must be protected, and those in positions of authority must ensure that appropriate safeguarding measures are in place. It is also important to understand that coaches, officials or volunteers may themselves be subjected to abuse by others.

**Psychological abuse** is any unwanted act, including disparaging, belittling, rejecting, confining, isolating, verbally assaulting, humiliating, intimidating or infantilising a person, or any other behaviour that may diminish a person's sense of identity, dignity or self-worth. Such acts lie at the core of most forms of abuse; wherever they occur, psychological abuse also occurs. This may often take the form of bullying in person or cyberbullying.

**Physical abuse** is any deliberate or unwanted act, such as kicking, hitting, biting or burning, that causes injury or physical harm. It may include the forced consumption of alcohol or systematic doping practices. It may also be any forced or inappropriate physical activity, such as training that is unsuited to the athlete's age or physique. Forced or excessive training may go unnoticed in a sporting environment, as the ambitions of both athletes and coaches, as well as peer pressure, may drive athletes, coaches or both to impose or endure excessive training loads, competition commitments, or both. Dialogue between athletes and coaches aimed at setting agreed and achievable performance goals can help to establish acceptable and sustainable training demands. It is for coaches to temper ambitions that may conflict with the athlete's health and welfare.

**Sexual abuse** is any conduct of a sexual nature, whether or not involving physical contact (penetrative or non-penetrative), where consent has not been given, cannot be given, or has been obtained through coercion or manipulation. This may include persons viewing or producing sexual images, watching sexual activities, encouraging others to behave in sexually inappropriate ways, or grooming a person in preparation for abuse.

**Grooming** is a process (whether online or in person) in which a person builds a relationship with an athlete and encourages the athlete to trust them, so that they are able to manipulate and exploit the athlete for their own benefit. Grooming of the athlete's family, support personnel and friends often leads these persons to believe that the groomer is dependable and trustworthy, thereby enabling the groomer to gain access to the athlete. The groomer leads the athlete to believe that they must comply with the groomer's demands by manipulating the athlete and exploiting the relationship between them. The authority that the groomer holds over the athlete is used to isolate the athlete from friends and family members who might warn them against complying with the groomer's demands.

**Harassment** is unwanted or unwelcome behaviour that offends a person or causes them to feel humiliated or afraid. Power harassment occurs when a person in a position of authority, usually in the workplace, uses that authority to harass another person in a physically or psychologically subordinate position. Power harassment may include exclusion and inappropriate work assignments (whether too little, too much, or below an acceptable level), as well as intrusive behaviour.

**Sexual harassment** is any unwanted or unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Examples of verbal sexual harassment include unwanted or degrading intimate questions relating to a person's body, clothing or private life, jokes containing sexual innuendo, and propositions or demands for sexual acts without consent. These may be conveyed through text messages, telephone calls, written correspondence or any other form of unwanted communication with sexual content. Non-verbal examples may include staring, gesturing or sharing sexually suggestive images. Examples of physical sexual harassment include unnecessary physical contact of a sexual nature, such as pinching, attempted kissing, patting or touching.

**Exploitation** occurs where a person exercises control over another person and/or their property for "personal gain" without that person's fully informed consent. Such personal gain may be psychological, reputational or commercial, and constitutes exploitation where another person's rights are sold or negotiated without that person's express and fully informed consent. Examples in athletics include the fraudulent misrepresentation of an athlete's age or nationality, acting fraudulently on behalf of an athlete, or taking an unreasonable share of sponsorship income or funding arrangements. Exploitation takes many different forms, examples of which include sexual exploitation, financial exploitation, and signing athletes to long-term contracts while they are still children.

**Neglect** is the failure to provide a minimum standard of care, whether physical or emotional, which causes harm, allows harm to be caused, or creates an imminent risk of harm. This usually relates to the care provided by parents or carers to children, but it also applies to other persons who owe a duty of care to another, such as the duty of a coach or team leader towards an athlete. It may include failing to provide sufficient water in high temperatures, appropriate clothing in low temperatures, adequate food, accommodation or safe travel arrangements.

Abuse, harassment and exploitation may be based on origin, religion, colour, belief, ethnic origin, sex, gender identity, sexual orientation, age, disability, socio-economic status, athletic ability, or any combination of these characteristics. They may consist of a single isolated incident or a series of incidents, in person or online, and may be deliberate, unsolicited or coercive. Bullying, humiliation and neglect are all further aspects of harassment, abuse or exploitation and must be treated in the same manner under the terms of this Policy.

Any form of abuse, harassment or exploitation may involve an element of financial abuse. A person may be compelled to sign contracts or agreements that benefit others financially but are not necessarily of financial benefit to that person. Any element of coercion may constitute abuse, harassment or exploitation if the person is a child, if the person has not authorised another to act on their behalf, or if the person has not been adequately advised by an independent professional, such as an accountant or lawyer, of the effect of the terms of the agreement.

Certain acts may, on occasion, not be abusive to one person, yet may be abusive or harmful by reason of the vulnerability of the person subjected to them. This may be due to the person's age, abilities or any other form of vulnerability.

Abuse, harassment and exploitation frequently result from the misuse of power by a person in a position of trust, that is, the misuse of power by a person in a position of influence, power or authority against another person. This often occurs where there is a difference in age, but it may also occur between peers, that is, persons of similar age. Abuse may take place between athletes, or even between coaches, officials or any other persons connected with

athletics. This is sometimes referred to as peer-on-peer abuse, and it must be dealt with in the same manner as any other type of concern. Abuse may also be perpetrated by family members, such as parents, partners and siblings.

**Child:** The terms “child” or “children” refer to an individual or group of individuals under the age of 18 years.

**Safeguarding** is the process of protecting persons at risk, whether children or adults, from abuse, harassment and exploitation. Creating a safe and welcoming environment in which everyone is treated with respect and dignity is at the heart of safeguarding. Everyone involved in athletics has a role to play in actively ensuring that abuse, harassment and exploitation are prevented, that children’s and adults’ accounts of their experiences are listened to, and that, where a problem exists, a safe and comprehensive response is made.

## 4 Scope of the Policy

This Policy applies to [Member Federation] and to its athletes, officials, staff and any other person associated with [Member Federation]. This includes officials, volunteers, members of athlete support teams, parents, carers and any person associated with athletics within [the country in which the Member Federation is located]. All persons to whom this Policy applies must comply with it. Any breach of this Policy by the aforementioned individuals will be subject to possible disciplinary action.

## 5 Reporting Concerns

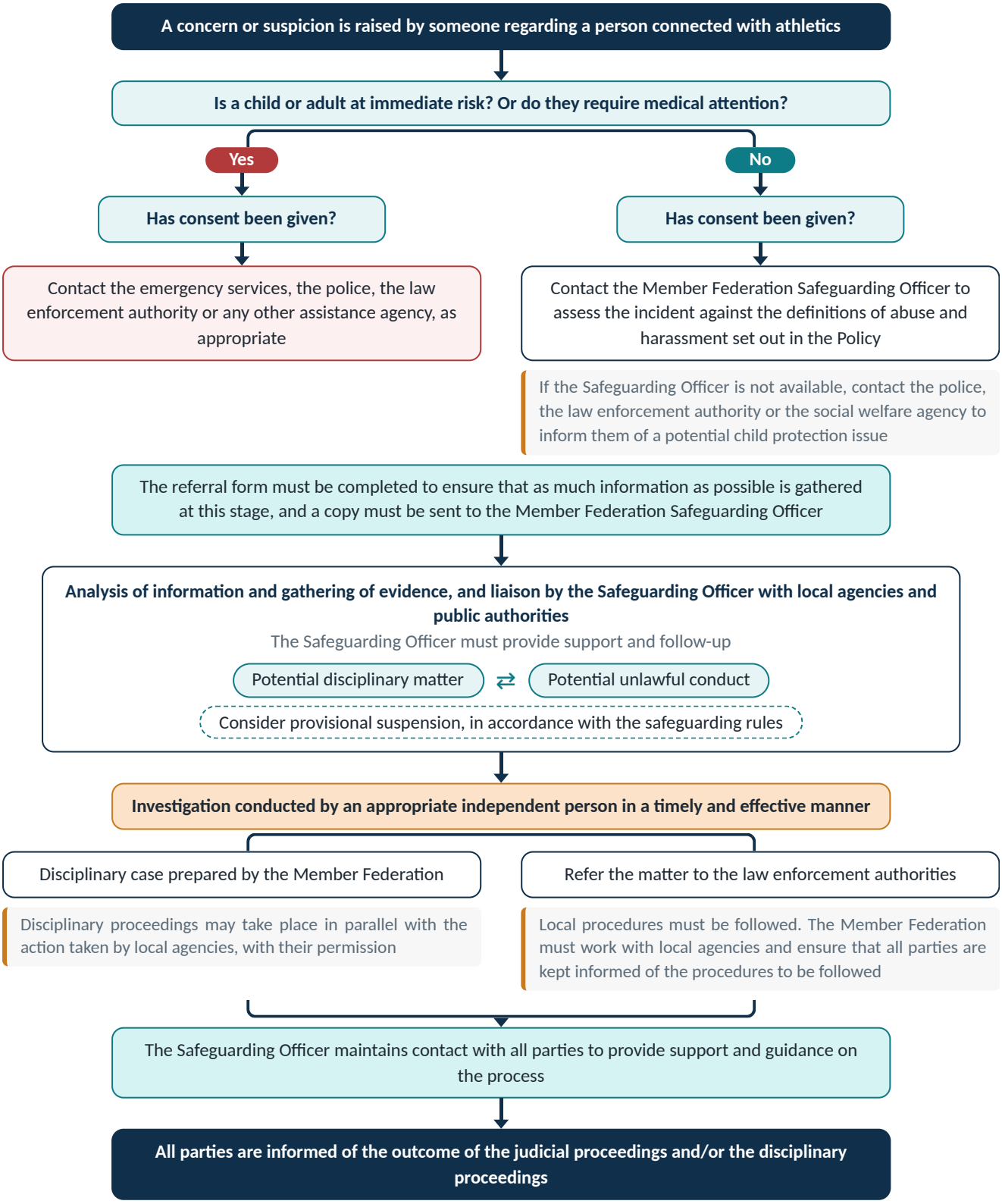
Everyone has a responsibility to ensure that no person is subjected to abuse, harassment or exploitation. Accordingly, if anyone has suspicions that a child or adult is being subjected to abuse, harassment or exploitation in any form, or has concerns about the behaviour of another person, those concerns must be reported to the [Member Federation] Safeguarding Officer so that the matter can be assessed and dealt with appropriately. It may also be necessary to involve the police or social services; in such cases, the [Member Federation] Safeguarding Officer will do so and will coordinate the necessary action.

Where a person is at immediate risk of serious harm, there must be no delay in reporting the matter to the emergency services. On certain occasions, the consent of the person concerned must be obtained before a matter is reported, taking into account their age and mental capacity. The capacity to give consent differs between a child under the age of 12 and a child aged between 12 and 18, and between a child and an adult. If the person refuses to give consent, the duty to report the matter may nonetheless remain. [This may be an area addressed by local legislation or procedures, and it should be included in this Policy].

Concerns, allegations and other matters reported to [Member Federation] must be investigated by a person who is not connected with the matter in any way. The investigator need not be entirely independent of [Member Federation] where the matter relates to a “low-level concern”. The more serious the concern or allegation, the greater the need for the person investigating it to be independent of [Member Federation]. Where concerns are referred to the police, the police will conduct an investigation. Any investigation conducted by [Member Federation] into serious concerns must be carried out by an individual who is not connected with [Member Federation] and who has been engaged to conduct the investigation, in order to ensure that it is carried out impartially, competently and as expeditiously as possible.

# 6 Reporting Flowchart

[This is a generic flowchart that needs to be adapted to take account of local procedures.]



## 7 Codes of Conduct

The Member Federation should have codes of conduct for its staff, executives and any other persons involved in the governance of the organisation. It should also take into account any other groups, such as coaches, athletes, medical support personnel, officials and event coordinators. These codes may be specific or general, as necessary, provided that the groups concerned are made aware of the codes and are required to confirm their commitment to them.

**[Member Federation] has the following codes of conduct:**

- Codes for coaches
- Codes for athletes
- [Any other codes that [Member Federation] has decided to develop]

All of the above codes of conduct centre on treating others with respect, equality, fairness and dignity, and are founded on the principle that every person has value and is deserving of respect. They are designed to inform everyone associated with athletics of the conduct that [Member Federation] expects of them. These codes should form part of any training programme for these groups, to ensure that everyone is aware of the existence of the codes, of the expectations of [Member Federation], and of the possibility of disciplinary action in the event of non-compliance. The codes have been developed following consultation with the groups concerned and will be reviewed regularly.

The codes of conduct will be made available to the relevant groups and displayed on any notice boards or websites, or included in any paperwork, such as membership renewal forms.

If a person becomes aware that any other person is in breach of the relevant codes of conduct, the matter must be referred to the Safeguarding Officer as a concern, for investigation and possible disciplinary action. Breaches of any of the codes of conduct may be dealt with under the disciplinary procedures where no specific safeguarding rules are in use by [Member Federation].

## 8 Recruitment

All applicants, whether for staff or volunteer positions, for any role that involves working closely with children will be required to undergo background checks or criminal record checks. All applicants will be required to attend an interview and to provide two referees, and will attend an induction session upon appointment. The interview will include questions about the applicant and their experience, as well as their knowledge of safeguarding. The referees will be verified; one must be a current or former employer, and the other a person with knowledge of the applicant's work with children or in sport. The induction sessions will ensure that the successful applicant is familiar with their role and responsibilities and is provided with information on the safeguarding policy and procedures.

## 9 Training and Education

All [Member Federation] staff, volunteers and officials will receive safeguarding training relevant to their roles within the organisation. Those working with children will receive specialist training relating specifically to their

responsibilities towards the children in their care.

Safeguarding training must be conducted regularly [at least annually or every two years].

## 10 Disciplinary Procedures

Breaches of this Policy and of the [Member Federation] safeguarding rules will be dealt with under the [Member Federation] disciplinary procedures, which should be consulted for further guidance.

## 11 Review of this Policy

This Policy will be reviewed annually.

## 12 Monitoring

This Policy and its implementation will be monitored regularly, as appropriate, by [Member Federation] or by an independent safeguarding authority with the necessary expertise to undertake this task.