

**WORLD
ATHLETICS™**

SAFEGUARDING STARTER PACK

for Member Federations

For more information

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A. Introduction

Safeguarding is about creating safe environments for everyone to be able to compete, train and enjoy athletics. It is about respecting everyone and ensuring everyone is treated equally and with dignity as well as protecting everyone from abuse, harassment and exploitation. By promoting best practice, raising awareness, educating and training the workforce Member Federations (“MFs”) will create environments in which everyone feels safe, happy and in a position to achieve their full potential.

MFs should ensure that safeguarding is discussed and taken seriously by leaders of their organisation. MF’s board members must understand and acknowledge that safeguarding is **their** responsibility. The importance of safeguarding must be recognised and understood by **all** those in the MF, but it must be acknowledged particularly by the leaders of the MF for any policy to be approved, implemented and the culture of respect and dignity to be embedded in the organisation. Board members must lead and uphold all the values and principles enshrined in their safeguarding policy. A board with a safeguarding “champion” is likely to work safeguarding into every aspect of their remit better than one without.

This document provides MFs with the information needed to produce their own safeguarding policy as well as other safeguarding documents (often referred to as procedures) needed to create a safe sporting environment and to establish a framework for clubs to follow to develop a safe culture. Using this document alongside local advice, knowledge and guidance from a Member Federation’s National Olympic Committee, public authorities or sports agencies, the local health service providers, non-governmental organisations which specialise in child and adult safeguarding as well as other local specialists will ensure a Member Federation produces a safeguarding policy which is both culturally sensitive and relevant to the audience it speaks to.

MFs who already have a safeguarding policy should refer to the “Guide to Safeguarding for Member Federations” which gives detailed information on procedures and areas they should consider developing to improve their safeguarding culture as well as a framework for clubs.

There is a “How to create a Safeguarding Policy for your Member Federation” video available to guide you through the steps if you need it.

It is important to note that the World Athletics Safeguarding Policy is about safeguarding **adults**, as well as **children**, from harm. MFs should ensure that any safeguarding policy or policies they have are for everyone involved in athletics – athletes, coaches (by which we mean all athlete support staff), officials, volunteers – of every age. Children are, however, more vulnerable due to their age, than adults are and as a result will require more care and protection from harm. Adults with additional vulnerabilities due to disabilities (mental or physical), financial situation or age also need to be protected more than adults who do not have additional vulnerabilities. MFs should consider their audiences and take this into account when writing a safeguarding policy.

Abuse, harassment and exploitation can be perpetrated by both men and women and is often where one party is in a position of power over the other but can also be perpetrated by peers and by family members. Coaches, officials or volunteers may be abused by others. It is important to ensure that this is made clear in the policy so that it does not give the impression that it is only certain types of people who behave in this way.

B. Glossary

Child/Children - this means anyone under the age of 18 years.

Safeguarding - is the process of ensuring that children and adults are protected from abuse and have a safe and effective environment in which to participate in sport. Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. Everyone involved with athletics has a role to play in making sure they do not harass, abuse or exploit others, that they actively prevent abuse, harassment or exploitation, listen to accounts from children and adults of their experiences and respond fully if there is a problem.

Abuse, Harassment and Exploitation

Abuse, harassment, and exploitation are described below:

Psychological abuse is an unwelcome act including belittling, rejection, confinement, isolation, verbal assault, humiliation, intimidation, infantilisation or any other behaviour which may diminish an individual's identity, dignity or self-worth. This is at the centre of most types of abuse as when these occur so does psychological abuse. This can often be seen as bullying or cyber-bullying.

Physical abuse is any intentional or unwanted act for example kicking, beating, biting or burning which causes injury or physical harm. It can include the forced consumption of alcohol or systematic doping practices. It can also be any forced or inappropriate physical activity such as training which is unsuitable for the age of physique or the athlete. Forced or excessive training may escape notice in a sporting environment as the ambitions of both athletes and coaches, as well as peer pressure may induce one or both to impose or take on excessive training loads and/or competition commitments. Dialogue among athletes and coaches aimed at setting mutually agreed and achievable performance goals can help define tolerable and acceptable training demands. It is up to coaches to temper ambitions that may run counter to an athlete's health and wellbeing.

Sexual abuse is any conduct of a sexual nature, either contact (penetrative or non-penetrative) or non-contact, where consent is not given or cannot be given or is coerced or manipulated. This can involve individuals looking at or making sexual images, watching sexual activities, encouraging others to behave in sexually inappropriate ways, or grooming a person in preparation for abuse. It can be perpetrated by both men and women and is often where one party is in a position of power over the other.

Grooming is the process (online or in person) whereby an individual builds a relationship with an athlete encouraging them to trust them so that the groomer can manipulate and exploit them for their own advantage. Grooming an athlete's family, entourage and friends often leads those individuals to believe that the groomer is dependable and trustworthy enabling the groomer to have access to the athlete. By manipulating the athlete and exploiting the relationship they will make the athlete believe they have to comply with the groomer's demands. The power a groomer has over the athlete is used to isolate them from friends and family who might otherwise warn or caution them from complying with the groomer's demands.

Harassment is unwanted or unwelcome behaviour which offends or makes the person feel humiliated or intimidated. Power harassment is where someone in a position of power over another individual, usually in a workplace, uses that power to physically or psychologically harass another person in a lower position. Power harassment can include exclusion, inappropriate work assignments (too little, too much or of a lower level than acceptable) as well as intrusive behaviour.

Sexual harassment is any unwanted or unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Examples include unwanted or degrading intimate questions relating to body, clothes or one's private life, jokes with a sexual innuendo and proposals or demands for non-consensual sexual acts. These may be unwanted text messages, telephone calls,

letters or other form of communication with a sexual content. They may also include staring, gesticulation, or sharing photographs or pictures with sexual allusions. Examples of physical sexual harassment are unnecessary physical contact with a sexual nature such as pinching, attempting to kiss or caress or touching.

Exploitation is when someone exercises control over another person and/or their assets for their own “personal gain” and without the fully informed consent of the person. Personal gain may be psychological, reputational or commercial and constitutes exploitation when the rights of a person are sold or negotiated without express and fully informed consent of the other person. Exploitation comes in many guises. Examples include sexual exploitation, financial exploitation and signing up athletes to long term contracts while they are still children. Examples in athletics may be fraudulent misrepresentation of an athlete’s age or nationality, facilitating a transfer of allegiance without the full and informed consent of a person (or their family in the case of a minor), acting on behalf of an athlete fraudulently or taking an unreasonable share of the proceeds of sponsorship or funding arrangements.

Neglect is the failure to provide a minimum level of care either physical or emotional which causes harm, allowing harm to be caused or creating an imminent danger of harm. This usually relates to the care given by parents or caregivers to children but is also relevant to other people who have a duty of care towards another person such as a coach or team leader towards an athlete. This can include the failure to provide adequate water in high temperatures, adequate clothing in cold temperatures or suitable food, accommodation or safe travel arrangements.

Abuse, harassment and exploitation may be associated with a person’s race, religion, colour, beliefs, ethnic origin, sex, gender, sexual orientation, age, disability, socio-economic status and athletic ability or a combination of any of these characteristics. It can be a single isolated incident or a series of events, in person

or online, deliberate, unsolicited or coercive. Bullying, hazing (or other initiation rituals with abusive aspects) or negligence are all other aspects of harassment or abuse and should be treated in the same way under the terms of this Policy.

Any of these forms of abuse, harassment or exploitation may include an aspect of financial abuse. It may be that an individual may be coerced into signing contracts or agreements which benefit others financially but are not necessarily of financial benefit to themselves. Any element of coercion may be considered to be abuse, harassment or exploitation if the individual is a child, if they have not authorised someone to act on their behalf or if they have not been adequately advised by an independent professional such as an accountant or lawyer on the nature and impact of the terms of the agreement.

There may be times when actions which might not be abusive to one person may be considered to be abusive or harmful due to the vulnerability or inexperience of the individual who is being abused. This may be due to the person’s age, ability or other form of vulnerability. In other instances, culture, values or convention may lead to acceptance of certain behaviours by both the perpetrator and the victim. But these circumstances should not lead to acceptance of the inappropriate behaviours referred to in this document.

Abuse, harassment, abuse and exploitation often result from an abuse of authority by someone in a position of trust, meaning the improper use of power by someone in a position of influence, power or authority by an individual against another person. This may be when there is an age difference but it can also happen between peers – people of similar ages. There can be abuse between athletes or indeed coaches, officials or any others involved in athletics. This is sometimes referred to as “peer-on-peer” abuse. It should be dealt with in the same way as any other type of concern. Abuse can also be perpetrated by family members such as parents, partners and siblings.

C. Starter Pack for Member Federations

Everyone involved in sport is responsible for upholding the principles of safe sport. This Starter Pack is aimed at MFs who do not have any safeguarding documents and explains the steps to follow to implement safeguarding best practice in their MF. MFs who have safeguarding policies in place may want to assess their approach for completeness vis a vis the elements of the World Athletics Starter Pack with a view to strengthening their policies where needed.

Preventing abuse, harassment and exploitation in sport should be considered to be one of the most important aspects of a Member Federation's work. By preventing abuse, harassment and exploitation a Member Federation will also be protecting itself, ensuring that it does not receive negative publicity from allegations and suspicions of abuse while helping to maintain an environment that will attract and retain participants. The following documents are necessary for any Member Federation to have:

1. Safeguarding Policy (Appendix 1)
2. Codes of Conduct (Appendix 2)
3. Reporting Flowchart (Appendix 3)
4. Safeguarding Rules (Appendix 4)

1. Safeguarding Policy

MFs must have a safeguarding policy in order to ensure its athletes, staff, volunteers and officials are protected from abuse, harassment and exploitation.

WHAT DOES A SAFEGUARDING POLICY DO?

- A policy outlines the principles and approach to safeguarding the Member Federation needs to take to protect everyone from abuse, harassment and exploitation in athletics.
- A safeguarding policy commits a Member Federation to providing safe environments for

everyone (both adults and children) participating in athletics.

- There are clear definitions of "safeguarding" and "abuse, harassment and exploitation" as outlined in the Glossary at Section B above.
- The policy identifies the individuals who are required to comply with the policy.
- The training courses which MFs expect all those associated with athletics to attend should also be outlined in the policy.
- The recruitment of staff and volunteers including coaches, managers and officials should be included in any safeguarding policy taking into account local legislation. If a Member Federation has human resources or personnel policies, then these should reflect the safeguarding policy.
- It explains the procedure for reporting of concerns, suspicions and allegations of abuse and the investigation of them in a timely and efficient manner. A flowchart shows the process so it is easily understood by everyone. There may be local legislation dealing with the reporting of abuse; some countries have mandatory reporting requirements which must be included in the reporting process.
- Codes of conduct setting out the expected behaviour of all individuals associated with athletics may be included in a policy or should be referred to in it.
- It explains how breaches of the safeguarding policy and codes of conduct will be dealt with under a Member Federation's disciplinary procedures. There should also be safeguarding rules, specific mechanisms for dealing with breaches, but the policy should make specific reference to these rules or the MFs disciplinary rules.

WHAT DOES THE MEMBER FEDERATION HAVE TO DO TO ADOPT A SAFEGUARDING POLICY?

- Hold a discussion with Member Federation leaders about the proposal and agree to proceed with producing a policy. It is helpful to have someone

- research the matter prior to any meeting and provide context for the leaders to help them to understand the reasons for producing a policy.
- Have one individual responsible for taking the proposal forward.
 - It may be necessary to hold training for leaders and those who will be taking responsibility for safeguarding to ensure they fully understand their responsibilities in particular board members of the Member Federation
 - Take advice locally from the National Olympic Committee, national or regional/local public authorities and sport agencies, local health authorities, other non-governmental organisations who specialise in safeguarding or charities to assist with local laws and requirements and to ensure that the policy is culturally sensitive and aware.
 - Prepare a draft policy using the Safeguarding Policy template at Appendix 1 initially.
 - Circulate a draft policy to a small group within the relevant athletics community. It may be that there is an athletes' commission that will undertake this task or the Member Federation might take this opportunity to establish one. Consult with a group for their opinions; this will encourage engagement with the issue and also empower them to help to embed the policy in the community when it is finalised.
 - Consult the "Guide to Safeguarding for Member Federations" (Section 2) about writing and developing a safeguarding policy.
 - Ask for feedback from a group of athletes including children to find out from them how it would help them to have the policy presented, so that it can be understood even by the younger members of the community.
 - Ask for advice from the Area Association and World Athletics.
 - Formally adopt the policy in accordance with the Member Federation's constitution.
 - Prepare a plan to communicate the policy to a wider audience.
 - Consider how to reach more difficult sections of the athletics community.

- Consider if the Member Federation needs to recruit a safeguarding officer to carry the implementation of the policy forward. This may be a volunteer or a paid member of staff who is accountable to the senior leaders of the Member Federation. There is a template job description available in the "Guide to Safeguarding for Member Federations" alongside further information about recruitment.
- Make it clear that the policy will be reviewed annually.
- MFs should consider if they should either mandate or strongly encourage their clubs to establish safeguarding policies. A template safeguarding policy for clubs is at Appendix 5.

2. Codes of Conduct

These set out expectations of proper behaviour and best practice as well as unacceptable conduct. It is possible to have different codes of conduct for different groups of individuals for example coaches, managers, athletes and parents. There is a template code of conduct at Appendix 2 that can be adapted and used to produce codes of conduct for any of these groups as the Member Federation considers appropriate.

For some MFs this may be a useful starting point as a simple code of conduct may work alongside an existing set of disciplinary rules. A code of conduct written for a Member Federation taking into account the specific characteristics of the territory and any important cultural aspects is likely to be more useful than a lengthy set of safeguarding rules. MFs should consider producing a code of conduct which is culturally relevant and sensitive before establishing any safeguarding rules. This is also a sensible way of educating and raising awareness in a less draconian manner.

WHAT DOES A MEMBER FEDERATION HAVE TO DO TO ADOPT A CODE OF CONDUCT?

- Decide which groups need to have a written code of conduct and consider the template(s).
- Add to the codes of conduct any behaviour which the Member Federation believe is necessary for any of the groups.
- Send out the codes of conduct to groups for consultation and listen to the feedback to consider how to incorporate it into the code. It is important to take feedback into account to ensure that the voices of participants are heard. This will help to achieve an atmosphere in which children and adults feel that they are listened to and their welfare is protected.
- Display codes of conduct prominently and communicate them to everyone involved in the athletics community. Everyone should be aware of all of the codes of conduct, not just the code of conduct which applies to them to ensure they are adhered to and enforced.
- Ensure that when a new person joins a club, they are given the codes of conduct and asked to sign up to the code which applies to them.

3. Reporting Flowchart

The flowchart at Appendix 3 is a generic one which should be amended to take into account local legislation and any mandatory reporting requirements for individuals which apply to the country the Member Federation is in.

4. Safeguarding Rules

MFs need to have rules to protect participants' welfare and to ensure that those who may harm or pose a risk of harm are not given unimpeded access to participants. There is a template at Appendix 4 of generic safeguarding rules that provide a framework and disciplinary suspension provisions. There are

provisions relating to investigations, sanctions and the removal of individuals who it is decided should not be allowed to participate in athletics.

The template Safeguarding Rules provide a simple version for use by those MFs who do not have any safeguarding rules or regulations. These need to be considered alongside the Member Federation's own disciplinary rules or regulations and its constitution to ensure that they are all compatible with each other as well as complying with local legislation. The template can be adapted and extended to incorporate these matters where necessary.

Where an MF does not have any disciplinary rules or procedures it is suggested that as a first step, if it is considered more appropriate to do so, that a set of disciplinary rules are produced and that these address the issue of safeguarding. An MF may then develop their codes of conduct and breaches of these may be dealt with under the disciplinary process.

D. Checklist and Action Planning for Member Federations

	✓	Actions required
Read the starter pack and the guidance document		
Consider who in the Member Federation is best placed to take onto role of Safeguarding Officer for the Member Federation (this may be a volunteer)		
Is safeguarding training necessary for leaders to understand the safeguarding requirements?		
Who will be the board “Safeguarding Champion”?		
Prepare a draft safeguarding policy using the template policy (Appendix 1)		
Consult with athletes - both adults and children - about the safeguarding policy		
Take advice locally on safeguarding requirements		
Consider how to support clubs within the Member Federation to prepare safeguarding policies and carry out training		
Prepare draft codes of conduct		
Consult with groups within athletics - children, adults, coaches, athletes, parents and other vulnerable groups		
Prepare flowcharts with local procedures included		
Prepare reporting forms to be used locally		
Consider whether the Member Federation requires Safeguarding Rules to be prepared to work alongside other disciplinary regulations		
Prepare a communications plan for raising awareness of the safeguarding policy		
Formally adopt the final safeguarding policy and once adopted publish this on the Member Federation website		
Consider how to review and monitor the implementation of the policy		

Appendix 1

TEMPLATE SAFEGUARDING POLICY FOR MEMBER FEDERATIONS

This document should be produced with advice and guidance from local organisations involved with safeguarding children and adults as well as other organisations to ensure that the Policy is culturally sensitive and relevant. This is the best way to produce a document which will be adopted by the Member Federation and understood by its members and the wider community. A Member Federation will need to decide if it is going to mandate its members to have their own policies and procedures or strongly encourage them to do this. The name of the Member Federation should be inserted in the [] throughout this document.

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5. Reporting of concerns
6. Procedure flowchart
7. Codes of Conduct
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9. Training & education
10. Disciplinary process
11. Review
12. Monitoring

1. Introduction

[Member Federation] is responsible for promoting athletics within [country] and for making it a safe environment for children and adults to develop their talents and achieve their goals; these should be fun and enjoyable experiences. This Safeguarding Policy (“this Policy”) establishes the responsibilities of [Member Federation] and [clubs] to ensure that **children and adults** are able to participate in athletics safely.

Upholding this Policy and promoting the best practice principles contained within it will enable the Member Federation to provide and create safe, happy and inspiring environments for their communities to enjoy and participate in athletics.

Abuse may be carried out by men or women, or children. It happens in every area of the world, in every sport and organisation. No area can consider itself to be exempt or protected from its impact.

Abuse, harassment and exploitation occur when there are power imbalances between individuals. When one individual is in a more powerful position, they can take advantage of that and abuse, harassment or exploitation may occur. The more vulnerable an individual, whether because of age, disability, finance or status the more likely they are to be subject to abuse, harassment or exploitation.

2. Policy Statement of Commitment and Principles

[Member Federation] believes that **everyone** in athletics should be treated with respect and dignity and has the right to participate free from any abuse, harassment or exploitation. [Member Federation] will protect everyone within the scope of this Policy from such behaviour.

[Member Federation] believes that this right is regardless of the individual's race, colour, age, disability, sex, gender identity, sexual orientation, ethnicity, religion or belief. [Member Federation] is committed to preventing abuse, harassment or exploitation towards those who fall within the scope of this Policy and to creating safe environments for all to participate and enjoy the sport to the best of their abilities. Athletes, coaches (by which term we include all athlete support staff), officials, volunteers and board members are all protected by this Policy; they must all understand their rights as well as their duties in this arena.

The principles on which this Policy is based are:

- **Everyone** has the right to be treated with dignity and respect, and to be free from discrimination whether it is based on sex, race, age, ethnicity, ability, sexual orientation, gender identity, beliefs, religious or political affiliation.
- **Everyone** has the right to participate, enjoy and develop personally through athletics in a safe, inclusive environment free from all forms of abuse, harassment or exploitation.
- **Everyone, both children and adults**, has the right to have their voices heard particularly if raising a concern about their own or another person's welfare.

Everyone should know who to ask for help when they have a concern about an individual's behaviour.

- **Everyone** is responsible for the care and protection of children making decisions in their best interests, as their welfare is paramount.

In order to achieve this [Member Federation] will:

- acknowledge their board members' responsibility to implement and enforce this Policy and will appoint a "Safeguarding Champion" to incorporate the principles of this Policy into all aspects of their programmes;
- have a named member of staff or volunteer who is responsible for leading on safeguarding a "Safeguarding Officer";
- ensure everyone knows this named member of staff or volunteer is the individual they can turn to if they are worried or have a concern about another person and their behaviour;
- ensure that everyone is aware of their rights and the process that will be followed if a concern is raised;
- produce and implement policies and procedures including codes of conduct, rules and disciplinary procedures and keep them up to date as appropriate;
- provide support and guidance to anyone who needs it following a concern, complaint or allegation being made;
- educate and train all members of staff and volunteers about how to deal with concerns and complaints;
- deal with all concerns, allegations and complaints in a fair, transparent, timely and efficient manner ensuring all complainants are updated regularly;
- carry out all investigations and adjudications in a manner that ensures an appropriate level of independence to ensure there is no bias in the resulting report or risk assessment;
- deal with all information about concerns, complaints or allegations confidentially (to the extent permitted by law) and securely;
- recruit appropriate people to roles, whether staff or volunteers, carry out background checks, follow up on references and ensure that only suitable people are appointed; and

- work with local agencies, Non-Governmental Organisations and community groups providing support and guidance for social services to ensure that everyone is kept safe.

3. Definitions

Abuse, harassment and exploitation

Abuse, harassment and exploitation are described below. They can be perpetrated by both men and women and is often where one party is in a position of power over the other. Where one individual has power over another in a relationship it can lead to situations where abuse is easier to occur. Vulnerable individuals need to be protected and those in authority should ensure that appropriate safeguarding measures are put in place. It is also important to understand that coaches, officials or volunteers may be abused by others.

Psychological abuse is an unwelcome act including vilification, belittling, rejection, confinement, isolation, verbal assault, humiliation, intimidation, infantilisation or any other behaviour which may diminish an individual's sense of identity, dignity or self-worth. This is at the centre of most types of abuse as when these occur so does psychological abuse. This can often be seen as bullying or cyber-bullying.

Physical abuse is any intentional or unwanted act for example kicking, beating, biting or burning which causes injury or physical harm. It can include the forced consumption of alcohol or systematic doping practices. It can also be any forced or inappropriate physical activity such as training which is unsuitable for the age or physique of the athlete. Forced or excessive training may escape notice in a sporting environment as the ambitions of both athletes and coaches, as well as peer pressure, may induce one or both to impose or take on excessive training loads and/or competition commitments. Dialogue among athletes and coaches aimed at setting mutually agreed and achievable performance goals can help define tolerable and

acceptable training demands. It is up to coaches to temper ambitions that may run counter to an athlete's health and wellbeing.

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with a sexual innuendo and proposals or demands for non-consensual sexual acts. These may be unwanted text messages, telephone calls, letters or other forms of communication with sexual content. Non-verbal examples may include staring, gesticulation, or sharing photographs or pictures with sexual allusions. Examples of physical sexual harassment are unnecessary physical contact with a sexual nature such as pinching, attempting to kiss or caress or touching.

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Neglect is the failure to provide a minimum level of care either physical or emotional which causes harm, allowing harm to be caused or creating an imminent danger of harm. This usually relates to the care given by parents or caregivers to children but is also relevant to other people who have a duty of care towards another person such as a coach or team leader towards an athlete. This can include the failure to provide adequate water in high temperatures, adequate clothing in cold temperatures, suitable food, accommodation or safe travel arrangements.

Abuse, harassment and exploitation may be based on race, religion, colour, beliefs, ethnic origin, sex, gender identity, sexual orientation, age, disability, socio-economic status and athletic ability or a combination of any of these characteristics. It can be a single isolated incident or a series of events, in person or

online, deliberate, unsolicited or coercive. Bullying, hazing and negligence all other aspects of harassment, abuse or exploitation and should be treated in the same way under the terms of this Policy.

Any of these forms of abuse, harassment or exploitation may include an aspect of financial abuse. It may be that an individual may be coerced into signing contracts or agreements which benefit others financially but are not necessarily of financial benefit to themselves. Any element of coercion may be abuse, harassment or exploitation if the individual is a child, if the individual has not authorised someone to act on their behalf or if the individual has not been adequately advised by an independent professional such as an accountant or lawyer on the impact of the terms of the agreement.

There may be times when actions which might not be abusive to one person may be abusive or harmful due to the vulnerability of the individual who is being abused. This may be due to the persons age, ability or other form of vulnerability.

Abuse, harassment and exploitation often result from an abuse of authority by someone in a position of trust, meaning the improper use of power by someone in a position of influence, power or authority by an individual against another person. This is often when there is an age difference but it can also happen between peers – people of similar ages. There can be abuse between athletes or indeed coaches, officials or any others involved in athletics. This is sometimes referred to peer-on-peer abuse. It should be dealt with in the same way as any other type of concern. Abuse can also be perpetrated by family members such as parents, partners and siblings.

Child - a “child” or “children” refers to an individual or group of individuals who have not yet reached the age of 18 years old.

Safeguarding - is the process of protecting vulnerable persons, children and adults from abuse, harassment

and exploitation. Creating a safe and welcoming environment where everyone is respected and valued is at the heart of safeguarding. Everyone involved with athletics has a role to play in making sure they actively prevent abuse, harassment and exploitation, listen to accounts from children and adults of their experiences and respond safely and fully if there is a problem.

4. Scope of this Policy

This Policy applies to [Member Federation], it's athletes, officials, staff and any other person associated with [Member Federation]. This includes officials, volunteers, members of an athlete's entourage, parents, carers and anyone associated with athletics within [country in which the Member Federation is based]. All those to whom this Policy applies must comply with the Policy. Any breaches of this Policy by these individuals will be subject to potential disciplinary action.

5. Reporting of concerns

Everyone is responsible for ensuring that no one suffers abuse, harassment or exploitation. Therefore, if anyone has any suspicions that a child or adult may have been subject to abuse, harassment or exploitation in some form or about the behaviour of another person they must report these concerns to [Member Federation]'s Safeguarding Officer so that they can be assessed and dealt with appropriately. It may also be necessary for the police or social services to be involved and [Member Federation]'s Safeguarding Officer will do this and coordinate the actions required.

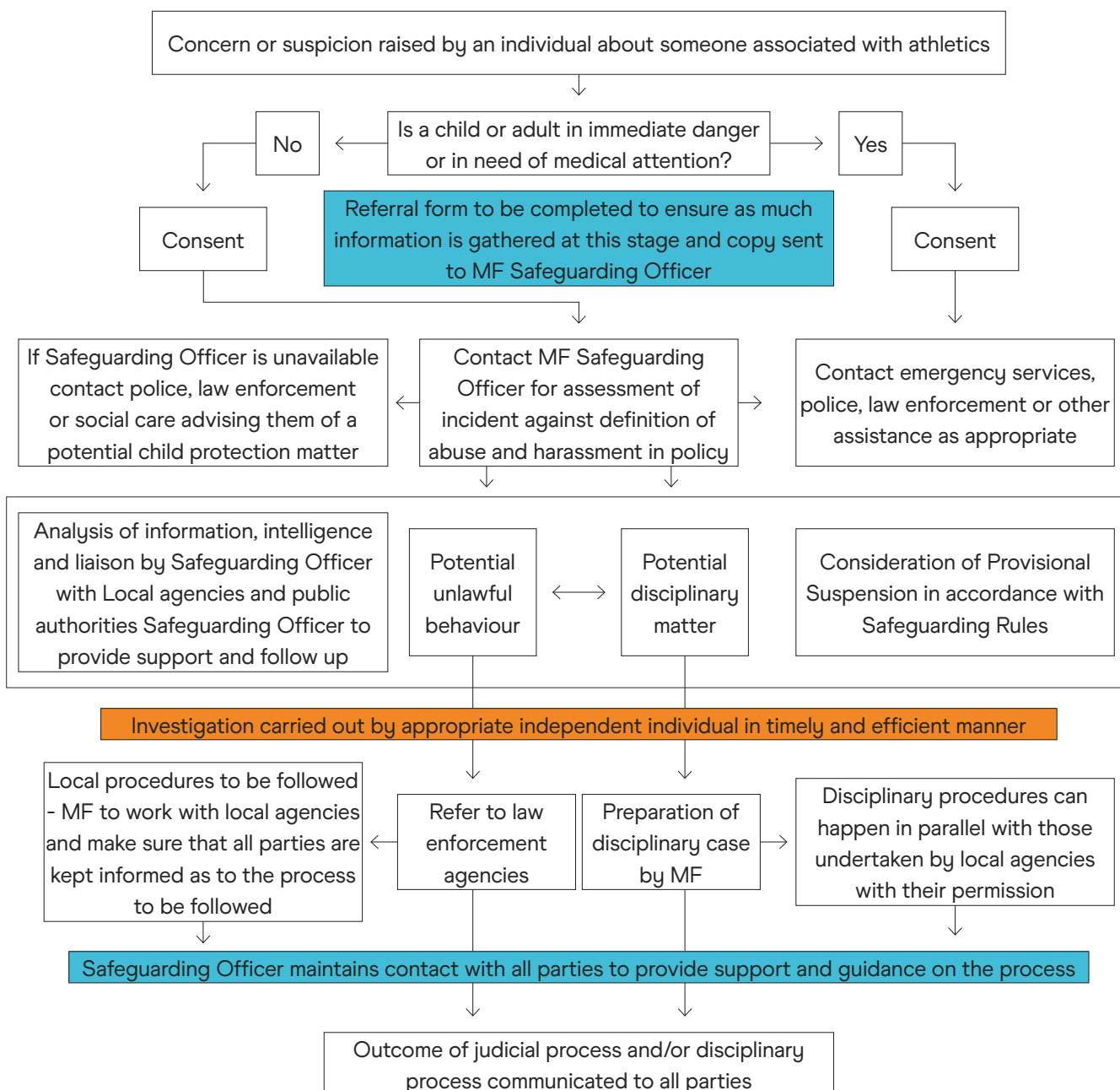
If an individual is at immediate risk of serious harm there should be no delay in reporting a matter to the emergency services. There are occasions when the consent of the individual to report a matter should be sought, taking into account their age and mental capacity. The capacity for consent of a child under

the age of 12 is different from that of a child between the ages of 12 and 18 and between a child and an adult. If an individual refuses to give consent the matter may still need to be reported. *[This may be an area that is addressed by local legislation or procedures and should be included in this Policy].*

Concerns, allegations and other matters reported to [Member Federation] should be investigated by someone who is not connected to the matter in any way. It is not necessary for an investigator to be entirely separate from [Member Federation] if it is a "low level concern". The more serious the concern or allegation the more necessary it is for the individual investigating it to be separate from [Member Federation]. If a concern is referred to the police, then they will carry out an investigation. Any investigation [Member Federation] carries out for a serious concern should be done by an individual who is not connected to [Member Federation] and is contracted to do the investigation ensuring it will be carried out without bias, efficiently and as quickly as is possible.

6. Reporting Flowchart

[This is a generic flowchart which needs to be amended to take local procedures into account.]



7. Codes of Conduct

A Member Federation should have codes of conduct for their staff, executive and any others involved with the running of the organisation. They should consider any other audiences such as coaches, athletes, medical support staff, officials and event co-ordinators. They can be as specific or as wide as is considered to be necessary provided the audiences are made aware of the codes and asked to confirm they will comply with it.

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

- coaches;
- athletes; and
- [any others which [Member Federation] has decided to have].

All these codes of conduct are about treating others with respect, dignity, equality and integrity and are based on the principle that everyone has value and is worthy of respect. They are designed to provide everyone associated with athletics with the behaviour that is expected of them by [Member Federation]. These codes should form part of any training programme for these groups to ensure that everyone is aware of the existence of the codes, the expectations of [Member Federation] and the possibility of disciplinary action if they are not adhered to. The codes have been developed following consultation with the groups involved and will be regularly reviewed.

Codes of conduct will be made available to the relevant groups and displayed on any noticeboards, websites or on paperwork such as membership renewal forms.

If an individual is aware of any other individual breaching the relevant code of code then this should be referred to the Safeguarding Officer as a concern for investigation and potential disciplinary action. Breaches of any of the codes of conduct may be dealt with under disciplinary procedures if there are no specific safeguarding rules in use by [Member Federation].

8. Recruitment

All applicants for any roles, whether staff or volunteers that work closely with children will be required to undertake background checks/criminal records checks. All applicants will be required to attend an interview, provide two references and once appointed will attend an induction session. An interview will include questions about the individual and their experience as well as their knowledge of safeguarding. References will be verified for their veracity and should be from an employer, either current or previous, and another individual who has experience of the applicant's work with children or in sport. Induction sessions will ensure that the successful applicant is aware of their role and responsibilities as well as information about safeguarding policy and procedures.

9. Training and Education

All members of staff of [Member Federation], volunteers and officials will be given safeguarding training relevant to their role within the organisation. Those working with children will be given specialist training specifically relating to their responsibilities for the children in their care.

Safeguarding training should be undertaken regularly at least [annually/every two years].

10. Disciplinary Procedure

Breaches of this Policy and [Member Federation]'s Safeguarding Rules will be dealt with under [Member Federation]'s Disciplinary Procedures and should be referred to for further guidance.

11. Review of this Policy

This Policy will be reviewed on an annual basis.

12. Monitoring

The monitoring of this Policy and the implementation of it will be carried out regularly as appropriate by [Member Federation] or an independent safeguarding authority with the necessary expertise to do this task.

Appendix 2

TEMPLATE CODE OF CONDUCT FOR MEMBER FEDERATIONS

*This Code of Conduct is a generic template which may be adapted by an MF to their specific needs. Where a point has been marked with an * this is optional and can be removed if it is considered to be unnecessary for the Member Federations requirements*

This Code of Conduct is a clear statement of the commitment by [Member Federation] to everyone of its values, the expected standards of behaviour and integrity of their staff, coaches (by which we mean all athlete support staff), officials, volunteers or all those associated with athletics including those running [Member Federation].

The following rules apply to **everyone** associated with athletics:

- Respect everyone, value everyone's worth and treat everyone with dignity. Celebrate difference and promote inclusion. Treat everyone equally and avoid having "favourites".
- Discrimination against anyone on the basis of race, colour, gender identity, sexual orientation, age, disability, religion, ethnicity, marital status, beliefs or socioeconomic status is unacceptable and will not be tolerated.
- Co-operate with everyone involved in athletics and promote an environment free from harassment, abuse and exploitation.
- Zero tolerance of the use of any prohibited substance to enhance performance. Promote clean competition and report any suspected prohibited drug use to the appropriate authority.
- Listen to those reporting concerns and report those concerns, misconduct or injuries to the appropriate person swiftly.
- Comply with [Member Federation]'s safeguarding policy and other rules and policies of the [Member Federation].

- Lead by example, behave appropriately and be a good role model particularly when in charge of children.

MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.

- *Challenge those who do not obey the rules or behave inappropriately.
- *Listen courteously to those who are teaching, coaching or providing advice, support or guidance.
- *Smoking and consuming alcohol should be avoided when attending athletics events, particularly when responsible for children or supporting athletes professionally.
- *Be responsible for one's own behaviour, conduct and actions. Be punctual, well prepared and correctly equipped.
- *Follow the instructions of coaches (by which we mean all athlete support staff), officials, managers and other volunteers.
- *Be appreciative of everyone's time, effort and skills. Encourage and support everyone's athletic endeavours.

COACHES AND OTHER ATHLETE SUPPORT STAFF

- Be appropriately qualified with any background criminal checks completed.
- Coaching should always be age appropriate and meet the needs of the athlete in terms of experience and ability.
- There must always be a suitable number of coaches, appropriate to the number and age of athletes involved, in a training session or event.
- It is not appropriate to allow an intimate relationship to develop between coaches and athletes. Strict boundaries between a coach and an athlete should be maintained; if this is allowed to blur it causes difficulties for both individuals as well as teammates and others in the community.

An intimate relationship between a coach (or any other athlete support staff or adult) and an athlete under the age of 18 may be illegal [this will depend on the law in the Member Federation country] and should never be allowed to develop.

- It is strongly recommended that coaches and officials are not allowed to develop intimate relationships between themselves and/or athletes over 18 years of age.
- Avoid being alone with a child athlete; do not take them in a car on their own; do not take them to a coach's home; do not share a bedroom with a child.
- If it is necessary when training a child-athlete to touch them, an explanation must be given to them and they must be asked for their consent before the coach touches them. If possible, the child's parents, designated care-givers or another responsible adult should be involved in this discussion.
- If it is necessary to supervise changing areas, then adults should do so in same-sex pairs.

The following are examples which and MF may wish to include in a code of conduct. An MF is to decide whether to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.

- *Ensure equipment is properly maintained and that athletes are aware of their responsibility for ensuring their own safety. Make sure athletes are taught how to manage dangerous athletics equipment and always follow these rules.
- *Make sure athletes understand the expectations coaches have of them as well as what they, as athletes, can expect to receive from coaches.
- *If a coach is asked by an athlete, who is already being coached by someone else, to provide further coaching, it is correct to contact that coach to discuss the matter.
- *Encourage good working relationships based on mutual respect and trust with all athletes.
- *Avoid being critical, demeaning or sarcastic or acting in a way which might affect an athlete's self-esteem.

ATHLETES

- Maintain strict relationship boundaries with a coach or any other adult associated with athletics. It is not appropriate to allow a relationship to develop between a coach or an official (or indeed any other athlete support staff) and an athlete.
- Always report any concerns, injuries, misconduct or distress to the appropriate person in the club or to a parent or carer.

MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.

- *Be aware of how to handle dangerous athletics equipment.
- *Keep coaches informed if it is necessary to leave an athletics training session or event before it is completed.
- *Know the rules of competition, follow them, play fairly and pursue athletic excellence.
- *Uphold the values of sportsmanship - fairness, respect and generosity towards others - on and off the field of play.

PARENTS AND CARERS OF ATHLETES

- Inform the appropriate individuals of any relevant medical information about your child.
- Attend your child's athletics training or events where possible and take an active interest.
- Be positive and encourage; be aware that your attitude and behaviour affect your child and other children's attitudes.
- Know where your child is and who they are with at all times.
- Avoid asking a coach to give your child a lift in a coaches' car, particularly if there is no other athlete joining.
- Avoid allowing your child to visit a coach's house unless a parent or carer is also present.

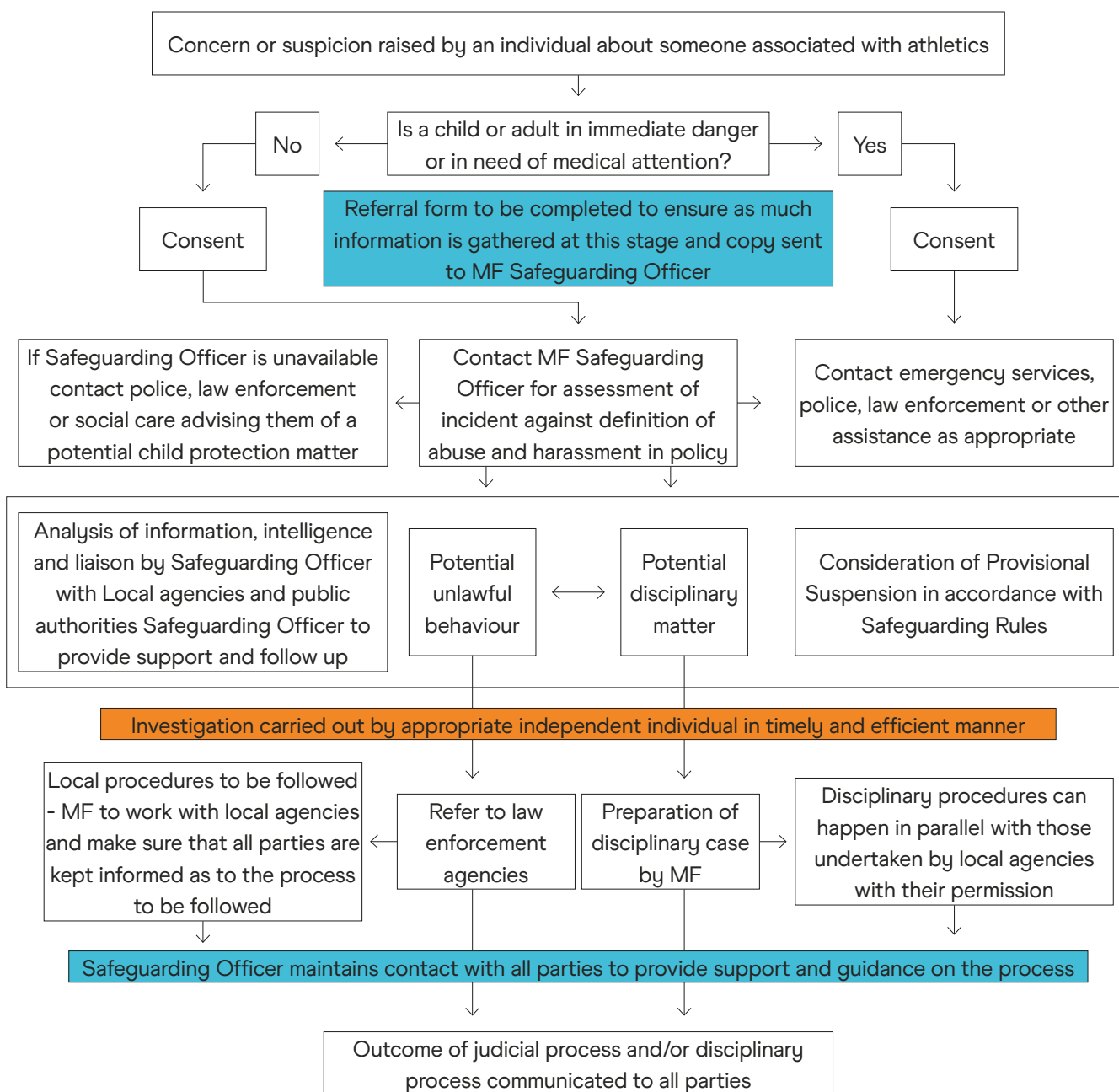
MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.

- *Be pro-active with your child's athletics participation; check the qualification of coaches, club policies and any other professionals your child is involved with such as medical professionals or team managers.
- *Inform coaches or volunteers if your child will be absent from training or events.
- *Make sure coaches are aware of any other coaching your child is receiving as a matter of courtesy as well as to ensure that all coaches can provide your child with the best support between them.

Appendix 3

REPORTING FLOWCHART

This flowchart is generic - it should be read and produced for the MF within the context of local legislation and government guidance.



Appendix 4

TEMPLATE SAFEGUARDING RULES FOR MEMBER FEDERATIONS

Note: This template sets out the principles required for Safeguarding Rules to be established but they will need to comply with local legislation and adapted to work alongside a Member Federation's disciplinary rules and the rules relating to the establishment of any appeal panel. The name of the Member Federation should be inserted in the [].

These Safeguarding Rules are based on a risk assessment of an individual being carried out prior to a sanction being imposed by the Member Federation. The intention is to reduce the workload involved in dealing with concerns and allegations whilst still ensuring that the environment for athletics is as safe as possible.

The term "clubs" is used throughout this document; this can be adapted according to the constitution of the Member Federation and its relationship with its members whether they are clubs or other organisations.

The Member Federation will need to establish a case management group to review and decide on cases which are referred to them. The group should be made up of at least three individuals who are able to carry out risk assessments on cases which arise in the Member Federation's territory. It is advised that at least three people (minimum) are involved in making any decisions but that there are at least five individuals involved in the group. These individuals will need to know and understand the sport of athletics and how it is managed in the territory of the Member Federation. Membership of the case management group should therefore include someone from the Member Federation (whether staff or volunteer) and others ideally

from children's or adult's social care, probation, police, legal or similar backgrounds with previous experience of this type of work.

The case management group will consider all cases where a sanction is being considered by the Member Federation and are of a level of seriousness which warrants such a consideration. The members of the case management group may be required to meet urgently to consider an immediate sanction. They may need to consider such matters either over the telephone, remotely via appropriate platforms, or by email to make a decision on the required sanction to be imposed. Decisions should be recorded in writing and minutes of all meetings kept, whatever platform or format is used for the meeting.

1. General

World Athletics is committed to protecting all those to whom the World Athletics' Safeguarding Policy applies from abuse, harassment and exploitation, ensuring everyone is treated with dignity and respect.

These Rules are aimed at protecting the welfare of those to whom [Member Federation]'s safeguarding policy applies from abuse, harassment and exploitation and to establish procedures for concerns, suspicions or allegations to be dealt with.

It should be noted that from time to time World Athletics may request information from [Member Federation] in relation to a particular matter which falls under the scope of these Rules then if so, [Member Federation] will need to provide such information accordingly.

2. Scope

These Safeguarding Rules ("these Rules") apply to the following:

- members of staff of [Member Federation] and its associated clubs;
- officials on the Board of [Member Federation];
- anyone who volunteers for [Member Federation] and its associated clubs;
- parents of members of [Member Federation] and its associated clubs who are under the age of 18;
- other individuals who are part of an athlete's entourage or athlete support staff including managers, medical personnel and family members; and
- anyone else who agrees in writing to be bound by these Rules.

These individuals are referred to in these Rules as "Participants". Associated clubs of [Member Federation] are all those clubs which are within the jurisdiction of [Member Federation].

All Participants are bound by these Rules and agree:

- not to engage in prohibited conduct as described in section 3 below;
- to comply with the relevant [Member Federation]'s Code(s) of Conduct;
- to comply with World Athletics' safeguarding policy;
- to comply with [Member Federation]'s safeguarding policy;
- to be bound by the terms of these Rules even after they are no longer a Participant in so far as any obligations may continue to exist or for any matters that may arise after they are no longer a Participant but occurred during a period before that date.

It is every Participant's responsibility to understand and comply with the requirements of these Rules. Ignorance of these Rules is no defence to proceedings for violation of them.

3. Prohibited Conduct

The types of conduct set out below are prohibited:

- any criminal offence or breach of any other applicable laws or regulations;
- any conduct that harms, or attempts or threatens to harm the physical or mental welfare or safety of any other person;
- anything which constitutes a breach of World Athletics' safeguarding policy or [Member Federation]'s safeguarding policy or its associated club's safeguarding policy or codes of conduct;
- failure to take action where any misconduct or suspected misconduct is known about;
- failure to report any concern, suspicion or allegation in accordance with [Member Federation] or its associated club's safeguarding policy; and/or
- assisting, aiding, abetting, conspiring, covering up or engaging in any behaviour which might involve a breach or attempted breach of these Rules.

Prohibited conduct may be a criminal offence and/or a breach of other applicable laws. These Rules are intended to supplement such legislation with further rules of conduct for those involved in the sport of athletics.

The [Member Federation] must consider whether any prohibited conduct should (or must) be referred to the local law enforcement agency. Such a referral should be considered when the report is first received by [Member Federation] and whilst the matter is investigated.

Knowingly making a false report of possible prohibited conduct is also a violation of these Rules.

4. Case Management Group

[Member Federation] will establish a group of individuals who are able to consider cases which arise under these Rules (“the Case Management Group”). The Case Management Group will meet as often as is necessary and will have written Terms of Reference explaining what their purpose and role is as well as outlining how often they will meet, the format of the meeting and the individuals involved. The Case Management Group is able to meet either in person, via email, remote platforms (such as Zoom, Teams or Google Meet) or by telephone and may have to do so quickly to consider urgent matters. The Case Management Group will consider all instances of potentially prohibited conduct, whether any sanctions should be imposed and any applications from individuals requesting their sanction to be varied or lifted. Minutes of all meetings and decisions will be kept securely and confidentially for at least [ten] years whether in written or digital format.

5. Investigations and Risk Assessment

If [Member Federation] is made aware of any Participant engaging in prohibited conduct and there are reasonable grounds to believe that the conduct

has occurred, the matter will need to be investigated and the Participant must be referred to the Case Management Group. The [Member Federation] or Case Management Group will appoint an appropriate person to investigate who must be independent of the incident. The Case Management Group has the power to impose an interim sanction on a Participant alleged to have engaged in prohibited conduct prior to an investigation being conducted if the Case Management Group believes that the Participant poses in immediate risk of harm to others in athletics.

The Participant must provide information requested by, or on behalf of, the [Member Federation] (for example by an investigator acting on behalf of [Member Federation]) and/or the Case Management Group about the conduct which has raised concerns. On occasion, Participants may be interviewed (in person or online) to obtain information directly from them.

The Participant must be provided with details which [Member Federation] or the Case Management Group has gathered following any investigation that may have been carried out and asked to respond to the concerns, allegations or questions raised as a result of the investigation. The Participant will be provided with the information to be relied on by the Case Management Group in determining what to do. All of this information must be kept confidential by the Participant. They may only share it with professional advisors if it is entirely necessary to do so.

The Participant will be given an opportunity to respond to the concerns following receipt of the information to be relied on by the Case Management Group. Following receipt of the response from the Participant all the information will be put to the Case Management Group to review and decide on the appropriate course of action.

6. Sanctions

The Case Management Group has the power to impose a sanction on a Participant who may have engaged in prohibited conduct (a “Sanction”). When considering whether to impose a Sanction on someone who is considered a potential risk of harm to others involved in athletics, the Case Management Group may only consider information provided to the Participant and their response.

The Case Management Group also has the power to keep a Sanction already imposed in place. If there is already an interim Sanction imposed, it may be that the terms of the Sanction are varied to ensure the appropriate safeguarding measures are in place.

A Sanction may be one of the following:

- removal from some or all athletics events (including competitions, training, governance roles, social activities, club activities, team and/or media occasions) either for an interim period, a set period of time or an indeterminate period;
- a financial penalty;
- training or education requirement(s); or
- any other safeguarding measure which is considered to be appropriate to the situation.

A Sanction may be imposed when [Member Federation] is notified that a Participant:

- has been charged with a criminal offence;
- is being or has been investigated by law enforcement or any other authority relating to social care of children or adults;
- has been convicted of an offence or been warned about behaviour which would potentially harm an individual; and/or
- has behaved in such a way as to be considered a potential risk to anyone involved in athletics.

A Sanction must be reasonable, proportionate to the conduct that has been alleged and must take the following into account:

- whether any Participant or any other person is, or may be, at risk of harm;
- the seriousness of the conduct alleged to have been committed;
- the potential risk of harm the Participant poses to others, both within the athletics’ community and the wider population;
- whether a Sanction is necessary or desirable to allow an investigation to be undertaken by [Member Federation], the police or any other relevant agency or authority to proceed unimpeded having regard for the need for any Sanction to be proportionate; and
- any other relevant circumstances.

In considering whether to impose a Sanction or not the above criteria should be assessed, a note made of the decision and the basis of the criteria upon which the Sanction has been imposed.

When the Sanction has been imposed the Participant must be informed of:

- the decision;
- the reasons for its imposition;
- the terms;
- the date it will take effect;
- when it will end (if an end date has been prescribed or if it will remain in place until the end of an investigation, when that will be considered to have ended); and
- the right to appeal against the Sanction within [21 days] of the date of the Sanction.

The details of the Sanction will also be sent to the Participant’s club and any other agencies, authorities or individuals who it is believed should be made aware of the Sanction to ensure its enforcement. See section 8 below for information regarding decisions and how and to whom they should be communicated.

7. Appeals

A decision of the Case Management Group may be challenged by way of an appeal by [Member Federation] or the Participant who is the subject of the Case Management Group's decision. The decision of the Case Management Group shall remain in place whilst any appeal is being considered.

For the avoidance of doubt an appeal may be brought by either the [Member Federation] or the Participant against a decision of the Case Management Group to impose an interim Sanction and again following a further decision of the Case Management Group to impose a Sanction for a set period of time or an indefinite period.

Notice of appeal must be sent to [Member Federation] and received within [21] calendar days of the decision by the Case Management Group. Within [14] calendar days of receipt of notice to appeal [Member Federation] will appoint an appeal panel with no members of the Case Management Group on it ("the Appeal Panel").

If [Member Federation] decides to appeal the decision of the Case Management Group the Participant must be informed by a Notice of Appeal. [Member Federation] must also notify the appropriate person within the organisation that the decision will be appealed. The Board of [Member Federation] may on occasion be required to give permission for the decision to be appealed.

The Appeal Panel will usually consider the appeal on the papers. It will usually be a consideration of whether or not the original Case Management Group considered the information either unfairly or prejudicially to the appellant, misinterpreted or failed to or wrongly applied these Rules or applicable law or came to a decision no reasonable decision-maker could have come to (either in respect of liability, sanction, safeguards or any other relevant matter). In very exceptional cases will the Appeal Panel rule that

the appeal shall be a hearing in person. It is only in very exceptional cases that a hearing will be re-heard and considered to be a completely new hearing with new panel members and if the hearing has been held in person the witnesses will need to be heard again by the new panel.

The original decision may be upheld or a new decision may be issued to replace the original decision either increasing or decreasing the original Sanction or the matter may be referred back to the Case Management Group for further consideration.

If the Sanction is lifted or varied by the Appeal Panel or following referral back to the Case Management Group, the Participant shall be notified and all those who have previously been informed of its existence shall be informed of its variation or lifting within [15 days] of this occurrence.

Appeals will be held expeditiously and unless all the parties agree, or fairness dictates otherwise, the appeal hearing will be started no later than [30] calendar days after the appointment of the Appeal Panel.

Any decision made by the Appeal Panel shall be the full, final and complete disposition of the matter and will be binding on all parties. All parties waive irrevocably any right to any other form of appeal, review or recourse by, or in any court or judicial authority, insofar as such waiver may validly be made.

8. Decisions

Any decisions (whether by the Case Management Group or an Appeal Panel) will be made in writing and sent to all the parties involved.

Only in very extreme cases will the decision be made public. This may only be done with the agreement of the individual who has been harmed by the prohibited conduct and other agencies involved in the matter. Any agencies and individuals who need to know

the decision will be informed of the outcome of the matter but with clear rules about confidentiality and disclosure of the information. The manner in which any public disclosure is made must be made clear to the parties to the hearing.

If the Participant is exonerated of all the charges then the decision may only be made public with the consent of the Participant who is the subject of the decision. The fact that the charge has been dismissed may be made public.

It may be necessary to share the decision with other authorities or agencies if [Member Federation] is required to inform another authority as a result of local legislation. There may be other authorities who need to be made aware of the outcome of the hearing even if the decision is not to Sanction the individual but to put other safeguards in place.

[Member Federation] may be required to inform the relevant Area Association and World Athletics about any Sanction imposed.

If World Athletics requests the decision from [Member Federation] it must be sent to World Athletics by [Member Federation] together with any further information requested around the matter.

Appendix 5

TEMPLATE SAFEGUARDING POLICY FOR CLUBS

This Template should be used to produce a Safeguarding Policy for clubs who do not already have one; sections may be added which address other issues specific to the club or that relate to local legislation or guidance produced for safeguarding children or adults where appropriate. It is advisable to consider any local safeguarding policies from other organisations within the territory of the Club to ensure that the Policy is culturally sensitive and relevant. Insert the name of the Club and the Member Federation in the appropriate [] throughout this document.

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1. Introduction
2. Policy Statement of Commitment and Principles
3. Definitions
4. Scope of Policy
5. Reporting of concerns
6. Procedure flowchart
7. Codes of Conduct
8. Recruitment
9. Training & education
10. Disciplinary Procedure
11. Review of this Policy
12. Monitoring

1. Introduction

[Member Federation] is responsible for promoting athletics within [country] and for making it a safe, happy and positive environment for children and adults to develop their talents and achieve their goals; these should be fun and enjoyable experiences. This Safeguarding Policy (“this Policy”) establishes the responsibilities of [Member Federation] and [Club] to ensure that **children and adults** are able to participate in athletics safely. [Member Federation] and [Club] believe that everyone has the right to participate in sport without fear of abuse, harassment or exploitation and will ensure that this right is fully protected.

Abuse may be carried out by men or women, or children. It happens in every area of the world, in every sport and organisation. No area can consider itself to be exempt or protected from its impact.

Abuse, harassment and exploitation occur when there are power imbalances between individuals. When

one individual is in a more powerful position, they can take advantage of that and abuse, harassment or exploitation may occur. The more vulnerable an individual, whether because of age, disability, finance or status the more likely they are to be subject to abuse, harassment or exploitation.

By promoting best practice and upholding the principles of this Policy [Club] will be creating and working towards establishing safe environments for all of its participants and its wider community.

2. Policy Statement of Commitment and Principles

[Club] believes that **everyone** in athletics should be treated with respect and dignity and has the right to participate in athletics free from any abuse, harassment or exploitation. [Member Federation] and [Club] work together to protect everyone within the scope of this Policy from such behaviour. [Club] believes that this right is regardless of the individual's race, colour, age, disability, sex, gender identity, sexual orientation, ethnicity, religion or belief. [Club] is committed to preventing abuse, harassment or exploitation towards those who fall within the scope of this Policy and to creating safe environments for all to participate and enjoy the sport to the best of their abilities. Athletes, coaches (by which we mean all athlete support staff), officials, volunteers and board members are all protected by this Policy; they must all understand their rights as well as their duties in this arena.

The principles on which this Policy is based are:

- **Everyone** has the right to be treated with dignity and respect, and to be free from discrimination whether it is based on sex, gender identity, race, age, ethnicity, ability, sexual orientation, beliefs, religious or political affiliation.
- **Everyone** has the right to participate, enjoy and develop personally through athletics in a safe, inclusive environment free from all forms of abuse,

harassment, or exploitation.

- **Everyone**, both children and adults, has the right to have their voices heard particularly if raising a concern about their own or another person's welfare. Everyone should know who to ask for help when they have a concern about an individual's behaviour.
- **Everyone** is responsible for the care and protection of children, making decisions in their best interests as their welfare is paramount.

In order to achieve this [Club] will:

- acknowledge their board members responsibility to implement and enforce this Policy and will appoint a "Safeguarding Champion" to incorporate the principles of this Policy into all aspects of their programmes;
- have a named member of staff or volunteer who is responsible for leading on safeguarding a "Safeguarding Officer";
- ensure everyone knows this named member of staff or volunteer is the individual they can turn to if they are worried or have a concern about another person and their behaviour;
- ensure that everyone is aware of their rights and the process that will be followed if a concern is raised;
- implement this Policy and produce procedures including codes of conduct, rules and disciplinary procedures and keep them up to date as appropriate;
- provide support and guidance to anyone who needs it following a concern, complaint or allegation being made;
- educate and train all members of staff and volunteers about how to deal with concerns and complaints;
- all concerns, allegations and complaints will be dealt with in a fair, transparent, timely and efficient manner ensuring complainants are updated regularly;
- carry out all investigations and adjudications in a manner that ensures an appropriate level of independence to ensure there is no bias in the resulting report or risk assessment;
- all information about concerns, complaints or allegations will be dealt with confidentially and kept securely;

- recruit appropriate people to roles, carry out background checks, follow up on references and ensure that only suitable people are appointed; and
- work with local agencies, NGOs and community groups providing support and guidance for children's services to ensure that everyone is kept safe.

3. Definitions

Abuse, harassment and exploitation

Abuse, harassment and exploitation are described below. They can be perpetrated by both men and women and is often where one party is in a position of power over the other. Where one individual has power over another in a relationship it can lead to situations where abuse is easier to occur. Vulnerable individuals need to be protected and those in authority should ensure that appropriate safeguarding measures are put in place. It is also important to understand that coaches, officials or volunteers may be abused by others.

Psychological abuse is an unwelcome act including vilification, belittling, rejection, confinement, isolation, verbal assault, humiliation, intimidation, infantilisation or any other behaviour which may diminish an individual's sense of identity, dignity or self-worth. This is at the centre of most types of abuse as when these occur so does psychological abuse. This can often be seen as bullying or cyber-bullying.

Physical abuse is any intentional or unwanted act for example kicking, beating, biting or burning which causes injury or physical harm. It can include the forced consumption of alcohol or systematic doping practices. It can also be any forced or inappropriate physical activity such as training which is unsuitable for the age or physique of the athlete. Forced or excessive training may escape notice in a sporting environment as the ambitions of both athletes and coaches, as well as peer pressure, may induce one or both to impose or take on excessive training loads and/or competition commitments. Dialogue among athletes and coaches

aimed at setting mutually agreed and achievable performance goals can help define tolerable and acceptable training demands. It is up to coaches to temper ambitions that may run counter to an athlete's health and wellbeing.

Sexual abuse is any conduct of a sexual nature, either contact (penetrative or non-penetrative) or non-contact, where consent is not given, cannot be given, is coerced or manipulated. This can involve individuals looking at or making sexual images, watching sexual activities, encouraging others to behave in sexually inappropriate ways, or grooming a person in preparation for abuse. It can be perpetrated by both men and women and is often where one party is in a position of power over the other.

Grooming is the process (whether online or in person) whereby an individual builds a relationship with a child encouraging them to trust them so that the groomer can manipulate and exploit them for their own advantage. Grooming an athlete's family, entourage and friends often leads those individuals to believe that the groomer is dependable and trustworthy enabling the groomer to have access to the athlete. By manipulating the athlete and exploiting the relationship they will make the athlete believe they have to comply with the groomer's demands. The power a groomer has over the child is used to isolate them from friends and family who might otherwise warn or caution them from complying with the groomer's demands.

Harassment is unwanted or unwelcome behaviour which offends or makes the person feel humiliated or intimidated. Power harassment is where someone in a position of power over another individual, usually in a workplace, uses that power to physically or psychologically harass another person in a lower position. Power harassment can include exclusion, inappropriate work assignments (too little, too much or of a lower level that acceptable) 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 body, clothes or one's private life, jokes with a sexual innuendo and proposals or demands for non-consensual sexual acts. These may be unwanted text messages, telephone calls, letters or other form of communication with sexual content. Non-verbal examples may include staring, gesticulation, or sharing photographs or pictures with sexual allusions. Examples of physical sexual harassment are unnecessary physical contact with a sexual nature such as pinching, attempting to kiss or caress or touching.

Exploitation is when someone exercises control over another person and/or their assets for their "personal gain" and without the fully informed consent of the person. Personal gain may be psychological, reputational or commercial and constitutes exploitation when the rights of a person are sold or negotiated without express and fully informed consent of the other person. Examples in athletics may be fraudulent misrepresentation of an athlete's age or nationality, acting on behalf of an athlete fraudulently or taking an unreasonable share of the proceeds of sponsorship or funding arrangements. Exploitation comes in many different guises including sexual exploitation, financial exploitation and signing up athletes to long term contracts while they are still children.

Neglect is the failure to provide a minimum level of care either physical or emotional which causes harm, allowing harm to be caused or creating an imminent danger of harm. This usually relates to the care given by parents or caregivers to children but is also relevant to other people who have a duty of care towards another person such as a coach or team leader towards an athlete. This can include the failure to provide adequate water in high temperatures, adequate clothing in cold temperatures, suitable food, accommodation or safe travel arrangements.

Abuse, harassment and exploitation may be based on race, religion, colour, beliefs, ethnic origin, sex, gender identity, sexual orientation, age, disability,

socio-economic status and athletic ability or a combination of any of these characteristics. It can be a single isolated incident or a series of events, in person or online, deliberate, unsolicited or coercive. Bullying, hazing or negligence are all other aspects of harassment, abuse or exploitation and should be treated in the same way under the terms of this Policy.

Any of these forms of abuse, harassment or exploitation may include an aspect of financial abuse. It may be that an individual may be covered into signing contracts or agreements which benefit others financially but are not necessarily of financial benefit to themselves. Any element of coercion may be abuse, harassment or exploitation if the individual is a child, if the individual has not authorised someone to act on their behalf or if the individual has not been adequately advised by an independent professional such as an accountant or lawyer on the impact of the terms of the agreement.

There may be times when actions might not be abusive to one person but may be abusive or harmful due to the vulnerability of the individual who is being abused. This may be due to the person's age, ability or other form of vulnerability.

Abuse, harassment and exploitation often result from an abuse of authority by someone in a position of trust, meaning the improper use of power by someone in a position of influence, power or authority by an individual against another person. This is often when there is an age difference but it can also happen between peers – people of similar ages. There can be abuse between athletes or indeed coaches, officials or any others involved in athletics. This is sometimes referred to as peer-on-peer abuse. It should be dealt with in the same way as any other type of concern. Abuse can also be perpetrated by family members such as parents, partners and siblings.

Child - "child" or "children" refers to an individual or group of individuals who have not yet reached the age of 18 years old.

Safeguarding - is the process of protecting vulnerable persons, children and adults from abuse, harassment and exploitation. Creating a safe and welcoming environment where everyone is respected and valued is at the heart of safeguarding. Everyone involved with athletics has a role to play in making sure they actively prevent abuse, harassment and exploitation, listen to accounts from children and adults of their experiences and respond safely and fully if there is a problem.

4. Scope of this Policy

This Policy applies to [Club], it's athletes, staff and any other person associated with [Club]. This includes officials, volunteers, members of an athlete's entourage, parents, carers and anyone associated with athletics at [Club]. All those to whom this Policy applies must comply with the Policy and adhere to its terms. Any breaches of this Policy by these individuals will be subject to potential disciplinary action.

5. Reporting of concerns

Everyone is responsible for ensuring that no one suffers abuse, harassment or exploitation. Therefore, if anyone has any suspicions about that a child or adult may have been subject to abuse, harassment or exploitation in some form or about the behaviour of another person then they must be reported to [Club] Safeguarding Officer so that they can be assessed and dealt with appropriately. It may also be necessary for the police or social services to be involved and [Club] Safeguarding Officer should coordinate with [Member Federation] Safeguarding Officer to ensure that this is done appropriately.

In some situations, it may be necessary for the concern to be reported to [Member Federation] Safeguarding Officer for further advice and guidance about the appropriate course of action to be taken. Some cases may be dealt with by [Member Federation] but that will be for discussion with the [Member Federation]

and [Club] Safeguarding Officers and any local law enforcement agencies.

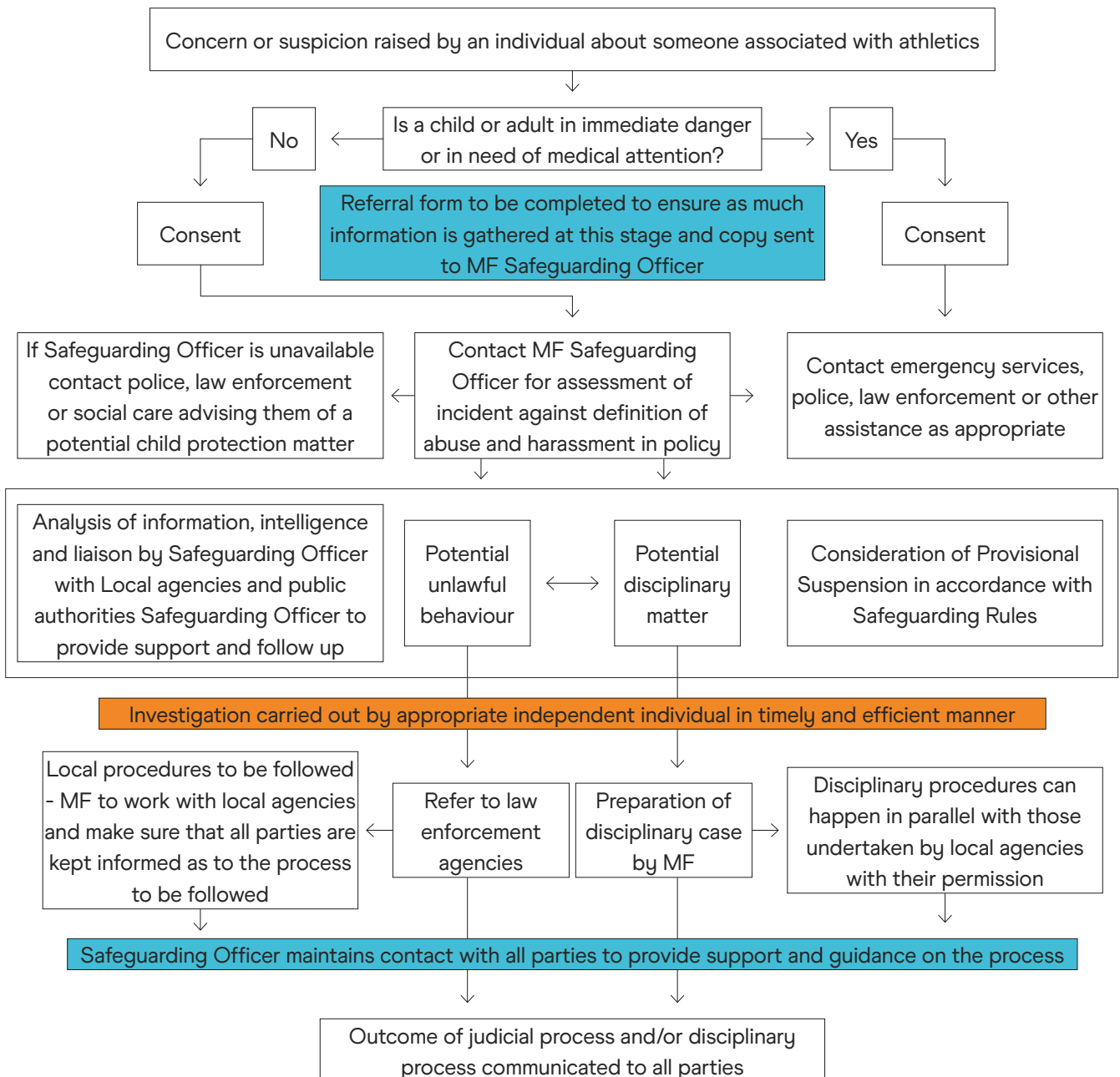
If an individual is at immediate risk of serious harm there should be no delay in reporting a matter to the emergency services. There are occasions when the consent of the individual to report a matter should be sought taking into account their age and mental capacity. The capacity for consent of a child under the age of 12 is different from that of a child between the age of 12 and 18 and between a child and an adult. If an individual refuses to give consent the matter may still need to be reported. *[This may be an area that is addressed by local legislation or procedures and should be included in this Policy.]*

Concerns, allegations and other matters reported to [Club] should be investigated by someone who is not connected to the matter in any way. It is not necessary for an investigator to be entirely separate from [Club] if it is a "low level concern". The more serious the concern or allegation the more necessary it is for the individual investigating it to be separate from [Club]. If a concern is referred to the police, then they will carry out an investigation. Any investigation [Club] carries out for a serious concern should be done by an individual who is not connected to [Club] and is contracted to do the investigation ensuring it will be carried out without bias, efficiently and as quickly as is possible. [Club] will report concerns and allegations to their Member Federation; the Member Federation may take on the investigation of the concern and should ensure that it is investigated by an independent party.

6. Reporting Flowchart

FLOWCHART FOR REPORTING A CONCERN OF ABUSE AND HARASSMENT

This flowchart is generic - it should be read and produced for [Club] with local legislation and government guidance for child protection referrals



7. Codes of Conduct

A Club should have codes of conduct for their staff, executive and any others involved with the running of the organisation. They should consider any other audiences such as coaches, athletes, medical support staff, officials and event co-ordinators. They can be as specific or as wide as is considered to be necessary provided the audiences are made aware of the codes and asked to confirm they will comply with it.

[Club] has the following codes of conduct:

- coaches;
- athletes;
- parents and carers; and
- [any others which [Club] has decided to have].

All these codes of conduct are about treating others with respect, dignity, equality and integrity and are based on the principle that everyone has value and is worthy of respect. They are designed to provide everyone associated with athletics with the behaviour that is expected of them by [Club]. These codes should form part of any training programme for these groups to ensure that everyone is aware of the existence of the codes, the expectations of [Club] and the possibility of disciplinary action if they are not adhered to. The codes have been developed following consultation with the groups involved and will be regularly reviewed.

Codes of conduct will be made available to the relevant groups and displayed on any noticeboards, websites or on paperwork such as membership renewal forms.

If an individual is aware of any other individual breaching the relevant code of conduct then this should be referred to the Safeguarding Officer as a concern for investigation and potential disciplinary action. Breaches of any of the codes of conduct may be dealt with under disciplinary procedures if there are no specific safeguarding rules in use by [Club].

8. Recruitment

All applicants for any roles that work closely with children (whether staff or volunteers) will be required to undertake background checks/criminal records checks. All applicants will be required to attend an interview, provide two references and once appointed will attend an induction session. An interview will include questions about the individual and their experience as well as their knowledge of safeguarding. References will be verified for their veracity and should be from an employer, either current or previous, and another individual who has experience of the applicants work with children or in sport. Induction sessions will ensure that the successful applicant is aware of their role and responsibilities as well as information about safeguarding policy and procedures.

[Club] recruitment may need to be done in accordance with any local legislation and [Member Federation] requirements.

9. Training and Education

All members of staff of [Club], volunteers and officials will be given safeguarding training relevant to their role within the organisation. Those working with children will be given specialist training specifically relating to their responsibilities for the children in their care.

Safeguarding training should be undertaken regularly at least [annually/every two years].

10. Disciplinary Procedure

Breaches of this Policy and [Member Federation] Safeguarding Rules will be dealt with under [Club/Member Federation]'s Disciplinary Procedures and should be referred to for further guidance.

11. Review of this Policy

This Policy will be reviewed on an annual basis and at least once every three years by senior leaders and club officers.

12. Monitoring

The monitoring of this Policy and the implementation of it. will be carried out regularly as appropriate by [Club] or an independent safeguarding authority with the necessary expertise to do this task.

Appendix 6

TRAINING COURSES AND RESOURCES

To follow at a later date.

Appendix 7

TEMPLATE SAFEGUARDING CONCERN REPORTING FORM

Your information	
Name	
Role (Official/coach/parent)	
Contact details:	
Mobile phone number	
Email address	
Member Federation	
Club	
Date of report	
Information about the child or adult to whom the concern relates	
Name	
Date of birth	
Gender	Male Female Other
Name(s) of Parents/Carers	
Contact details:	
Mobile phone number	
Email address	
Have parents/carers been informed about the incident? If not why not?	
Have any actions been agreed with the parents/carers?	
Any other relevant/useful information about the child or adult	

Details of the concern	
Date and time of incident	
Names of other persons involved and any roles they have within athletics	
Nature of concern (sexual/financial/bullying/neglect)	
Provide details of the concern/ incident	
Details of any action taken and by whom	
Has the matter been reported to the police or social services?	Yes No
If yes, please provide contact details	
Phone number	
Email address	
Details of the incident/concern provided by child/adult in their own words	
Witness accounts of the incident/ concern	
Contact details of Witness:	
Mobile phone number	
Email address	

Declaration	
Signature	
Name	
Date	

Safeguarding Officer
Date



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