



WORLD
ATHLETICS™

GUIDE TO SAFEGUARDING

for Member Federations

Guide to Safeguarding for Member Federations

Member Federations who do not have a safeguarding policy should use the Safeguarding Starter Pack initially to consider the steps they need to take to produce one. This Guide is for Member Federations who are beginning to establish a framework for safeguarding and need further guidance to improve and develop it within their organisation as well as within their clubs.

For more information

please contact Karena.Vleck@worldathletics.org
and Annie.DAVIS@worldathletics.org

Contents

1. Benchmarking	4
2. Writing and developing a Safeguarding Policy	4
3. Safeguarding Rules	8
4. Concerns, Suspicions and Allegations	8
5. Consultation	10
6. Safeguarding Officer	10
7. Recruitment	11
8. Job Descriptions	13
9. Training	16
10. Codes of Conduct	16
11. Risk Assessments and Safeguards	17
12. Advice, Guidance and Support.	19
13. People with additional vulnerabilities	19
14. Record Keeping	19
15. Partnerships	20
16. Implementing and embedding a safeguarding policy	20
17. Monitoring, evaluation and review	20
18. Checklist	22

Appendices

Appendix 1	30
Appendix 2	38
Appendix 3	41
Appendix 4	42
Appendix 5	48
Appendix 6	56
Appendix 7	57

1. Benchmarking

Member Federations (“MFs”) should consider their current position within the safeguarding landscape. Assessing their own situation and benchmarking it will enable MFs to improve their provision and decide what needs to be done in the future to safeguard both children and adults in the sport.

At the end of this Guide there is a checklist MFs should use to assess their safeguarding situation and produce an action plan for future development. 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.

MFs should consider the legal frameworks as well as their constitution, rules and any governmental constraints in the countries they operate. Advice and guidance from the National Olympic Committee, local agencies, legal advisors and safeguarding specialists should be taken to ensure that any legislation or government guidance is met when complying with the requirements of this guide. Consideration of local knowledge and the context within which an MF works will help to make sure their policy is culturally sensitive; this will help to engage with the local audience and stakeholders.

MFs should ensure that safeguarding will be 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 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.

Additional further guidance may be found from the International Safeguards for Children in Sport who have produced a simple self-audit which is another useful tool to assess the safeguarding situation of an MF.

2. Writing and developing a Safeguarding Policy

TEMPLATE SAFEGUARDING POLICY FOR MFS

There is a template safeguarding policy at Appendix 1 available as a starting point for MFs who do not have a policy already or who want to update their current policy to ensure that it meets the requirements of World Athletics. It should be noted that this template may be adapted and added to by the MF where it is appropriate. Using experts with local knowledge and understanding of the context within which the MF works will also help to make the policy bespoke to the culture of the area and is advisable. Making sure the policy is culturally sensitive is essential to a community fully taking ownership, implementing and using a policy.

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 should be emphasised in any safeguarding policy that whilst it is important for everyone to be aware of the procedure for reporting concerns it is more important for MFs to promote best practice,

raise awareness of the principles upholding good safeguarding, educate and train their community to the best of their abilities.

- **Statement of commitment to safeguarding and principles**

The statement of commitment is the “policy”, and it must be made in very clear and unambiguous terms stating that abuse, harassment and exploitation will not be tolerated in any form in the MF. It must state clearly that **everyone** within the scope of the policy must be respected and treated with dignity. The policy is to protect athletes, coaches (by which we mean all athlete support staff), officials, volunteers and board members – everyone. It is very important that everyone understands their rights and duties in the safeguarding arena. The principles upon which the policy is based are clearly stated and underpin the policy. Including statements around the values of an organisation are also useful such as “we believe that athletes have the right to participate in sporting environments which are safe and respectful of them”.

- **Definitions**

The definition of a child - a person under the age of 18 - should be made clear in any policy to ensure that this is understood by all who read the document. This may not be the legal age of an adult in every country but it is generally understood to be the case by the United Nations Convention of Rights of the Child and it is suggested that this should be adopted by the writers of any policy within the MF.

The definitions of abuse, harassment and exploitation should be included in any policy and may be adapted to include further examples but should not be restricted or significantly amended in any way.

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 it can be perpetrated by peers and 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.

It is useful to include a clear statement explaining the meaning of “safeguarding”. It has a wider meaning than “child protection” and it may require some time for the use of the word to become widespread.

- **Scope of the policy**

It is important to establish who falls within the scope of the policy; this will mean who must comply with the terms of the policy and who will be subject to potential disciplinary action should they fail to adhere to the terms of the policy. Only those within the jurisdiction of the MF can be taken through their disciplinary process, however, it is possible to influence culture change and adherence to all those within the athletics community and not just those under the MF’s jurisdiction.

- **Reporting of Concerns**

Everyone within the athletics community of an MF needs to know how to report a concern and understand the process which will be followed by the MF’s Safeguarding Officer and the other local agencies involved. It is essential that this information is easy to convey to all those in the MF’s community to ensure they approach the right person within the MF if they have a suspicion or concern about a child or adult within the sport. The issue of mandatory reporting and consent should also be addressed in this section of the policy. It should also be made clear that concerns will be reported to senior managers within an MF. An MF’s board members are responsible for safeguarding and it is important they have an awareness of any significant concerns that the MF is dealing with. However, it is important to maintain confidentiality and therefore board members should not generally be told names and details except in exceptional high-profile cases.

Board members should be told about the numbers of cases and the categories rather than specific details.

Investigating concerns or allegations should be done by someone who is independent from the incident and this should be made clear in the policy. The level of independence will depend on the seriousness of the incident.

- **Reporting Flowchart**

Flowcharts are a helpful way of showing the process to follow when a concern is reported. The template flowchart for reporting a concern of abuse, harassment and exploitation at Appendix 3 is a very generic version but gives a simple explanation of what is a complicated process. It is important when considering flowcharts how much information to include as well as local legislation and government guidance. Concerns should always be dealt with in a timely and efficient manner keeping complainants informed throughout. There are no specific time deadlines in the flowchart. These could be added if they are part of a local procedure.

- **Partnerships with local agencies**

Partnerships with local government agencies, NGOS and charities involved in children's or adult social care, youth workers and gender officers, are important. MFs and Safeguarding Officers should aim to work closely alongside and develop good working relationships with these agencies for the benefit of future cases. Sharing information can be difficult between organisations and will depend on local legislation but can be improved as a result of good relationships with these agencies.

Where MFs have partnerships with delivery partners, sponsors, grantees and funders, the MF needs to consider safeguarding when entering into new agreements as previous agreements may not have taken into account any responsibilities that an MF may have had under the terms of a new safeguarding policy. Encouraging others to consider the terms of

the MFs new safeguarding policy and to negotiate agreements taking into account these responsibilities will broaden everyone's safeguarding knowledge and have significant influence on the promotion of safeguarding in the community. Raising awareness about safeguarding in this way within the wider community will help to protect everyone as a result.

- **Codes of Conduct - athletes, coaches, officials, employees and volunteers**

Codes of conduct (template at Appendix 2) are a simple way of communicating the expected behaviour of different groups of individuals with varied roles within the MF as well as those associated with athletics. It is best practice to use codes of conduct to emphasise positive behaviour rather than setting out a list of "what not to do". These are discussed further below at section 10.

- **Recruitment**

The individuals who work or volunteer for the MF are the most important aspect of safeguarding. They must be able to understand the importance of safeguarding as well as deal with concerns which are raised sensitively and diplomatically. It may be that concerns are raised about an individual who they know well, maybe a friend, and it can be difficult to maintain the independence which is required from those involved. This means that recruiting the right people to the right roles is critical to embedding high quality safeguarding into the organisation.

- **Training and Education**

Induction programmes should ensure that when an individual joins an MF they are given safeguarding training. It is also important for everyone working for an MF to ensure their safeguarding training and skills are kept up to date, with clear records of this training kept. Training should be given to athletes, coaches, officials, board members and volunteers; everyone involved in athletics should be offered

training. There are numerous different providers of online safeguarding training resources including the International Olympic Committee's Safe Sport website which provides resources in a variety of languages primarily for athletes. Appendix 6 lists training courses and resources.

- **Specific Guidance on areas of significant risk within athletics**

There are a variety of areas where it is helpful to explain what is expected of all involved with the sport in certain scenarios. For example:

- one to one meetings between adults and children;
- group meetings with adults and children;
- mental health care professional meetings;
- one to one training sessions;
- massages, rubdowns and physiotherapy;
- changing areas;
- use of recording devices;
- photography;
- travel;
- social media, cyberbullying and internet usage;
- "peer-on-peer" abuse;
- independent investigations; and
- general communications between children and coaches or other adults.

There may be other areas where an MF may want to explain the appropriate behaviour that they expect to see from individuals and it is acceptable to add to this section with such guidance. It may also be thought useful for coaches to have specific guidance to ensure they are fully aware of their rights and duties in their capacity as a coach when dealing with athletes and their entourage.

- **Disciplinary Procedures**

MFs should have established disciplinary procedures already in use for competitions and should have them for other aspects of managing the MF. It may be

possible for safeguarding matters to be dealt with under these procedures. It should be clearly stated that breaches of the MF's safeguarding policy will be dealt with under disciplinary rules and procedures if there are no further rules and regulation specifically dealing with safeguarding.

- **Safeguarding Rules and Regulations**

It is advisable to have specific rules and regulations to deal with safeguarding making it clear that breaches of the policy, codes of conduct and the regulations will be subject to the disciplinary procedures.

There is a template set of safeguarding rules which MFs may wish to consider adapting for use at Appendix 4.

Safeguarding rules will help to deal with incidents as they are designed specifically for safeguarding concerns as opposed to most disciplinary rules which are designed for use in competitions or managing members generally. An individual who is the subject of a concern needs to be "risk assessed" to consider whether there is a risk allowing them to continue to be involved in the sport. This is not always easy, to do but by doing this, safeguarding measures such as suspensions can be implemented quickly.

- **Adoption of the policy**

This must be done in accordance with the MF's constitution and rules. The MF board will need to adopt the policy and everyone in the organisation should sign up to it. The MF's leadership may want to also consider endorsing an implementation plan, monitoring systems and evaluation.

3. Safeguarding Rules

Athlete safeguarding is intrinsic to good governance. Many MFs will have disciplinary mechanisms in place for competitions; ensuring that these are linked to any event safeguarding policies or plans is considered best practice. Safeguarding rules can ensure that this is clear and understood by all involved in the sport.

There is a template set of safeguarding rules at Appendix 4 which MFs may want to consider incorporating into their current rules to ensure that safeguarding is addressed from a governance perspective. Rules dealing with safeguarding are useful so that they can address risk assessment and suspension from the MF if the individual is considered to be a risk to others.

MFs should make it clear who is required to follow their safeguarding rules and who will be subject to disciplinary action should they not comply with them.

If an MF considers that they are not ready to develop and adopt a set of safeguarding rules it should consider if their codes of conduct are sufficient alongside any disciplinary process they may have. For further information see section 10 below.

4. Concerns, Suspicions and Allegations

i. Reporting Policy

Some countries require the reporting of child abuse to public authorities - this is often referred to as “mandatory reporting of child abuse”. The United States, Australia and Canada, for example, all have some form of mandatory reporting applicable to all citizens. Other countries such as Brazil, South Africa and Malaysia require certain professions to report suspicions of child abuse. Some countries have a duty

to warn on the basis of a suspicion of abuse - it is not necessary for there to be anything more than a suspicion of abuse. The local jurisdiction will indicate the policy the MF adopts as to the reporting of child abuse. It is very important to research the mandatory reporting requirements applicable to the MF to ensure that these are clearly outlined in the policy.

It is important to be clear that it is not the responsibility of the MF or the person who reports their suspicions to the MF to decide whether the suspicions are correct and abuse has taken place only to report the matter to someone who is in a position to gather the necessary information to be passed to the requisite agency to investigate the matter.

ii. Guidance on how to report a concern, suspicion or allegation

MFs must make it very clear how a concern, suspicion or allegation of abuse or harassment can be reported i.e., face to face, telephone, email, electronic form or paper form - and to whom it should be reported. Step by step guidance should be included in the MF’s policy in a clear, simple and easily accessible format.

Reports may come from:

- a victim directly making a disclosure of abuse;
- a witness to the abuse; or
- an individual observing a number of indicators in a victim over a period of time giving rise to a suspicion that abuse has occurred.

A report may be made about an incident that has occurred outside of the athletics community; this should still be reported to the MF as it will be possible for the Safeguarding Officer to refer the matter on to the relevant authority. Just because it has not happened inside athletics does not mean it is not the MF’s responsibility. A victim may feel that they trust their athletics coach and therefore make a disclosure to them; that trust is valuable and as a result the coach must be aware that they are responsible for referring

the matter onto someone who is able to act on it appropriately.

Reports should be sent to a central point within the MF and one individual, usually the MF's Safeguarding Officer. The concern may need to be reported to an external agency such as the police or social care/ services. Senior managers within the MF may also need to be told about concerns. Safeguarding Officers should report high profile cases or those which may have media interest to senior managers as well as producing a regular report for management with numbers, categories and outcomes for discussion and as an aid for strategic planning.

A reporting form should be developed by the MF for use by the individual who is reporting the concern ensuring that all the necessary information is collected at the outset of the management of the concern. Such a form may be referred to as an incident referral form or similar. The form may be electronic as well as in paper form; whichever is used they must be kept securely as they contain sensitive data which is confidential and should not be accessible by anyone other than those specifically managing the concern within the MF. A template reporting form for MFs to use is set out at Appendix 7.

Individuals need to be given guidance on how to report a concern and the guidance should be made available to as many people as possible. Providing guidance to athletes about how to report any concerns they may have needs to be done carefully making sure they have information about their rights in this area.

iii. Reporting Procedure

When a report is received, it must be dealt with promptly by the person responsible for managing them, usually the MF's Safeguarding Officer. The Safeguarding Officer then assesses the information they have received and usually contacts the person who has sent the form to the MF often known as the

“referrer”. At this point it is important for the referrer to be able to talk openly to the Safeguarding Officer and to provide any information still required - or to be able to obtain that information.

The next step is consideration about whether or not to refer the matter to any external agencies. It may be possible for some concerns to be dealt with by the MF or the club if it is a matter of “poor practice”. If there is any doubt about this the concern should be referred to local social services or the police for advice and guidance. The MF will generally deal with matters that fall below the criminal threshold and clubs will deal with matters of poor practice. Poor practice is usually considered to be lower-level behaviour which does not meet a threshold of abusive. Anything which is criminal in nature should be referred to the police or local social services.

As mentioned senior management should be made aware of any high profile concerns or those which may result in media interest. If this is the case then it may be necessary to engage professionals with media expertise.

The investigation of a concern must be dealt with in a timely and efficient manner by an MF with complainants being kept updated.

iv. Investigation of a concern, suspicion or allegation

Once a matter or concern has been initially assessed by the MF Safeguarding Officer, an investigation will need to be carried out. This may need to be done by the club or by the MF depending on the level of seriousness of the matter. The investigation must be carried out by someone who is independent from the matter and not connected to it in anyway. This is to ensure that there is no conflict of interest and the investigator is able to give an objective report on the facts of the matter. In some cases it may be necessary to appoint an external (not part of the MF or the club) investigator who is able to spend enough time interviewing witnesses and others. An investigation must be carried out in an

efficient and timely manner by someone who is capable and experienced in such matters.

After an initial assessment it may be necessary to consider whether it is appropriate to suspend an individual provisionally in accordance with the safeguarding rules (see Appendix 4 for template suggested safeguarding rules). If there is an investigation being carried out by another agency (the police for example) then it may be necessary to stop an investigation; it will be necessary to discuss this with the agency involved before continuing the investigation.

When the investigation is completed it is necessary to consider the next course of action in accordance with the safeguarding rules. A risk assessment should be done to consider whether the individual poses a risk of harm to others. Then if it is decided that a suspension is appropriate to protect others from harm it may be that this can be issued. It is possible to suspend someone and give them the right to appeal the suspension.

v. Reporting Flowchart

A generic flowchart showing an example of the process for dealing with concerns may be found at Appendix 3. This can be adapted to take into account mandatory reporting or other steps in the process if necessary.

Including information about local procedures will help all those working within the MF understand how they are combined to work together.

5. Consultation

Taking account of and listening to the views of both children and adults and using these opinions to develop and implement safeguarding policies and procedures will ensure that the policy is meaningful as well as promoting a culture where everyone feels valued. Organisations sometimes find it difficult to

carry out consultations and involve their stakeholders in such development but it should not be seen as impossible. It is suggested that MFs consult with their stakeholders once a draft safeguarding policy has been produced by the MF in accordance with advice and guidance.

Examples of ways to obtain the opinions of others are:

- informal conversations;
- focus group discussions;
- carrying out surveys;
- inviting them onto committees; and
- carrying out training and education.

All of these will give opportunities for discussions and exchange of opinions and views which can then be worked into the policy or code of conduct. Usually when the reason for their involvement is explained people are keen to be part of the project and are pleased that their opinions and view are important and being listened to.

It is useful to consult with athletes, both adults and children, particularly in the design of policies or codes of conduct to ensure that they understand what they mean. This helps to empower athletes within their own daily lives as well as in a sporting context. Using templates is another way of finding out what they think about a matter and means there is a starting point which is less daunting than producing a document from a blank piece of paper.

6. Safeguarding Officer

It is essential for every MF to have a named person within their organisation responsible for safeguarding. This may mean that they are the person who receives reports of concerns but does not actually conduct investigations possibly passing the information on to someone with this responsibility who sits outside the MF and is independent from it, or to someone within a separate section of the MF. Regardless of this there

must be someone who is responsible for implementing and overseeing the implementation of the safeguarding policy. This person may also have other responsibilities within the MF and hold other job titles; it is not essential to appoint a new person to this role.

The Safeguarding Officer will have the following responsibilities:

- Recording concerns which are reported to the MF;
- Requesting any further information which is missing from the report but which is considered appropriate;
- Dealing with them in accordance with local legislation and guidance;
- Reporting regularly to senior management on number, categories and outcomes of concerns
- Presenting an annual safeguarding report to the MF board meeting
- Considering mandatory reporting requirements;
- Considering if the matter needs to be referred to local agencies such as the police or social services and providing them with the necessary information if a referral is required;
- Providing support and guidance to all who of the individuals involved in a case;
- Carrying out any investigations of concerns or allegations in a timely and efficient manner where there is no criminal offence and social services are not involved - often referred to as cases of “poor practice” or “low level concerns”;
- Working alongside any disciplinary process continuing to provide support during this process;
- Having a clear understanding of the confidentiality laws and the requirement to obtain consent for the release of certain information as well as the occasions on which information may be released without consent; and
- Training other staff members, officials, volunteers, athletes (both adults and children and parents to raise awareness of safeguarding amongst all of these stakeholders.

A template job/role description is at section 8 below.

7. Recruitment

Staff and volunteers (which includes officials) of an MF may also have to comply with other policies produced by the MF dealing with the recruitment, training and job descriptions as referred to in this section and 8 and 9 below. This guidance should be reflected in these policies where appropriate.

Recruitment of staff and volunteers is a very important aspect of safeguarding; good recruitment practice will help to promote good safeguarding within an MF. Sport relies on both staff and volunteers to provide the necessary coaching, administration and officials to run clubs, competitions and training sessions for all involved. To create safe environments for athletes to flourish the staff and volunteers must be recruited effectively following the principles of what is known as “safer recruitment” and set out below. This has the effect of not only recruiting high quality staff and volunteers it also discourages individuals who may want to become part of the athletics community in order to gain access to children.

In recent years there has been much in the media about the abuse that has happened in a variety of sports - football, gymnastics and swimming to name a few of the high-profile sports which have had to deal with cases of abuse. It must be recognised that abuse can happen in any sport but there are steps which can be taken to make it more difficult for those who wish to take advantage of sport as an opportunity to abuse athletes. By making the recruitment process robust it has a deterrent effect on these individuals. It shows them that safeguarding is important to the organisation and that it is taken seriously.

It is also important to understand that individuals who want to abuse others within an organisation are not always obvious. They can be very plausible and make themselves very useful to organisations and as a result no-one considers them to be capable or likely to abuse athletes. They effectively “groom” not only the target but also those working within an organisation

by being helpful, capable and willing to go out of their way to take on tasks that many others are not prepared to undertake. It is therefore a good idea to be a little bit suspicious of people who are “over-helpful” and are often able to do things which others are not just because they are seen as indispensable. Healthy suspicion is essential in safeguarding. If an individual has nothing to hide then they will understand the reason for the suspicion.

Recruiting staff or volunteers starts with preparing a clear job/role description incorporating the essential qualifications and skills alongside the responsibilities and activities required to fulfil the position. It is also an opportunity to explain the culture of the MF and the message that safeguarding is taken seriously and is everyone’s responsibility.

The following safer recruitment principles should be considered when recruiting to roles working with children particularly, but also to any roles within the MF. Whilst it may not be practical to follow all of these it is strongly recommended that as many as possible are built into the MFs recruitment process.

- **Advertising**

Some roles in an MF may need to be advertised to ensure that as many high-quality individuals are aware of the role and apply for it. This is an opportunity to promote the culture and any safeguarding messages. Any background or criminal records checks required will need to be mentioned in the advertisement.

- **Interviews/Meetings**

Once a short list of applicants (whether volunteers or staff) has been prepared interviews can be carried out; questions about safeguarding for certain roles should be considered and the answers challenged if necessary. Interviews do not need to be overly formal; they can be held anywhere which is quiet enough to hold the conversation, and do not need to be lengthy provided the important issues are covered. Interviews

should include questions about an applicant’s values, past experiences, their life and their safeguarding experience and understanding as well as their qualifications for the role.

- **Background checks/criminal record checks**

Any background checks which are legally required prior to the appointment to certain roles, in particular those working with children or adults who are particularly vulnerable, should be done quickly to ensure the results are available prior to the appointee’s start date for the role.

- **References**

When an appointment is made (whether for a volunteer or staff) references should be requested from at least two individuals who are able to provide references about the appointee and vouch for them. The referees should be specifically asked about any concerns which have previously been raised about the appointee’s conduct as well as how they behave towards others. These will usually be from the current or previous employer and another may be from someone who knows the appointee in another capacity, perhaps personally. When these are received, they should be checked for their veracity - telephone the person and have a conversation with them, look them up on the internet or email them.

- **Induction**

As part of the interview and application process any further safeguarding training should be discussed. An individual who has not worked or volunteered with the organisation should be inducted into the role in particular by explaining the expectations set out in the code of conduct applicable to their role. This is another chance to embed the culture and importance of safeguarding. The MF’s safeguarding policy, flowcharts and any other similar documents should be explained and talked through to ensure there is a good understanding of their responsibilities.

- **Training**

If the role is one which involves working with children suitable safeguarding training should be organised as soon as possible for the individual. World Athletics will be able to provide guidance on suitable training and where it may be found.

- **Monitoring and appraisals**

Monitoring an individual's behaviour and understanding of safeguarding is essential and should be done regularly. Regular appraisal of all staff and volunteers should be done to ensure that safeguarding is being implemented appropriately. This will also help to highlight any areas where additional training may be required - both in safeguarding and also any other areas of responsibility.

8. Job Descriptions

Job descriptions within the MF (whether for volunteers or staff) should clearly state that it is expected that colleagues, athletes and other stakeholders are all treated with dignity and respect. A clear statement that safeguarding is everyone's responsibility should be made even if the role is not one with a direct safeguarding remit.

On the following page is a sample job description for a Lead Safeguarding Officer in a Member Federation.

Safeguarding Officer Job Description

THIS IS A ROLE WHICH MAY HAVE OTHER TITLES SUCH AS NATIONAL LEAD SAFEGUARDING OFFICER OR DESIGNATED SAFEGUARDING LEAD.

An introduction to the organisation is useful at this point for example:

This Member Federation is responsible for the leadership, governance and development of athletics within [geographical area] holding events and competitions for athletes as well as providing training, education and services to coaches, officials, volunteers and members. [MF] is committed to providing a safe environment for all those associated with athletics to compete, watch and work within the sport. As such the role of Lead Safeguarding Officer is an essential one given the status it deserves within the organisation.

Description of the role

The appointed person within the MF with primary responsibility for managing and reporting concerns about children or adults and for establishing procedures to safeguard athletes in the organisation, including supporting club and regional safeguarding officers, where necessary.

Duties and responsibilities:

- Work to create a positive, athlete-centered environment within the sport
- Work to ensure everyone is treated equally and with dignity, respect and empathy
- Play a lead role in developing and establishing the MF's approach to safeguarding children and adults – a key role within the organisation
- Manage cases of poor practice and abuse reported to the organisation – including a system to record these cases
- Work with senior management when dealing with high profile cases and ensure these are reported to them
- Report regularly to senior management on numbers, categories and outcomes of concerns
- Present an annual report on safeguarding to the Board
- Manage referrals to children's or adult's social-care services and the police
- Central point of contact for internal and external individuals and agencies
- Ensure investigations are carried out in a timely and efficient manner with complainants being updated regularly
- Represent the MF at external meetings related to safeguarding
- Coordinate the dissemination of policy, procedures and resources throughout the MF and to the athletics community
- Provide advice and support to local club safeguarding officers and assist if necessary in their recruitment, selection and training
- Advise on the MF's training needs, the development of a training strategy and provide training where appropriate
- Play a lead role in maintaining and reviewing the MF's implementation plan for safeguarding and protecting children
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up to date

SKILLS AND ABILITIES

Required:

- Athlete-focused approach
- Ability to work with conflict and emotionally distressing matters
- Communication skills
- Ability to develop and produce national level guidance and resources
- Administration and systems (records) management skills
- Advice and support for all levels within the MF
- Ability to promote and demonstrate anti-discriminatory practice
- Influencing skills

Recommended:

- Ability to deliver core training through different levels within the MF

Knowledge Required:

- Role and responsibilities of local social service agencies
- Planning processes for safeguarding and child-protection enquiries and investigations
- Understanding of behaviour that is harmful to children and adults
- Understanding of thresholds of poor practice and abusive behaviour
- Legislation, government guidance and national framework for safeguarding
- MF's role and responsibilities
- Boundaries of the safeguarding officer role
- MF's policy and procedures related to safeguarding and protecting children and adults
- Core values and principles of work with children
- Equality issues and safeguarding
- Understanding and awareness of the behaviour of adults who groom children and other adults for abuse
- Best practice in prevention

9. Training

Training is a very important aspect of good safeguarding practice. Everyone who is employed by or volunteers for the MF should receive safeguarding training and those with roles working with children should have specialist safeguarding training highlighting the specific responsibilities they have in their roles. Training should be given to athletes, coaches, officials, board members and volunteers; everyone involved in athletics should be offered training. This may be tailored to their role in the MF or it may be the same for everyone. Athletes should be given training to ensure they are aware of their rights and duties to ensure they fully understand the importance of safeguarding.

As well as delivering training for abuse, harassment and exploitation to athletes, their entourage should also be trained to identify the symptoms and indicators to enable them to prevent it from occurring.

Coach specific training is also important as they are a key element of athletic performance and a coach with a good understanding of safeguarding will be protecting himself as well as this athletes.

There are many organisations that will provide safeguarding training which will be specific to the location the MF works in. It is also possible to access online safeguarding training but it is recommended that face to face training is given first and online training is used as a refresher. In-person workshops and training sessions are more interactive and will generally have a better impact on the audience than online training.

If an MF decides to develop its own training it is important to obtain the input of an expert who is able to provide constructive criticism and evaluation to ensure that all the necessary content is included in the course.

There is a significant amount of material available from a variety of organisations working in this area and it

is possible to develop a training course combining all the local information necessary which can be delivered locally. It is a good idea to ask the National Olympic Committee and non-governmental organisations and national charities if they are aware of any training in this area. Resources which can aid this are signposted in Appendix 6 below.

10. Codes of Conduct

Treating people with dignity and respect is one of the central principles of safeguarding and needs to be embedded within all aspects of an MFs' work. A code of conduct can be seen as a very simple set of rules for all who are involved in athletics to follow and adhere to. They can be applied in conjunction with a simple disciplinary process as a preliminary step towards developing and adopting a more comprehensive set of safeguarding rules as described in section 3 above. They can also be a simplified set of rules which complement an MFs safeguarding rules. In either case they should be developed using local knowledge to ensure they are both culturally sensitive and relevant.

Codes of conduct can be written for different groups which outline the behaviour which is considered acceptable from those groups and promotes best practice. For example, a code of conduct for coaches will refer to training sessions, travel arrangements and communication with athletes whereas a code of conduct for officials will look at event planning and competitions. It is also important when writing codes of conduct to think about the language and presentation of the codes so that they are accessible to everyone particularly the groups of individuals who are subject to their terms.

It is suggested that codes of conduct are written for the following groups:

- Coaches
- Officials - both technical and administrative
- Adult Athletes

- Child Athletes
- Athlete's entourage including parents and carers

There is a template code of conduct at Appendix 2 which may be used for all these groups but may also be divided into separate codes if it is thought to be helpful.

MFs may also have codes of conduct for specific events such as the following:

- Travelling with children to training or events
- Travelling with adults to training or events
- Training children below certain ages in athletics events - U8, U12, U14 etc.

The codes of conduct help to establish acceptable standards of behaviour for all those associated with the sport. They also explain what the MF expects from these groups of people when they are away from home, either with children or adults. Codes of conduct should make it clear that it is important to treat everyone with dignity, respect, equality and empathy. How people address each other and respecting cultural differences is also important and should be considered when preparing a code of conduct.

Abuse, harassment and exploitation usually occur when there is a power imbalance between the individuals and is often when there is an age difference 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.

Travelling often raises issues and it is important to think about how this might make everyone feel and behave. Athletes can be vulnerable when travelling and sometimes boundaries are not as clear so reminding those travelling that they are ambassadors for the MF, the sport and their country, if travelling abroad, and should behave appropriately.

Clear boundaries should be established in codes of conduct about the use of social media and the internet. Information about cyber-bullying and appropriate internet usage can be disseminated to everyone in the community and everyone will benefit.

When writing a code of conduct it is advisable to make positive statements rather than list all the behaviours which must not happen. For example, it is preferable to say: "treat everyone with fairness and respect" rather than "do not have favourites" or "do not humiliate or demean another person". Promoting positive behaviour is more likely to be accepted and embraced by those involved as it is often perceived as less authoritarian.

Involving these groups when writing a code of conduct is a simple and useful way of consulting them; it will also give them "ownership" of the code and they are more likely to follow and help enforce them.

It should be made clear in a code of conduct that a breach of any of the terms may lead to disciplinary action being taken following an investigation being carried out.

Once a code of conduct has been written it is essential that it is accessible to everyone to read and understand otherwise it will be difficult to enforce them. Reviewing codes of conduct regularly is another way of ensuring everyone is aware of their existence particularly if the membership of an MF is growing and changing regularly.

11. Risk Assessments and Safeguards

When assessing the safeguarding risks involved in putting on an event, using a venue, being involved in an activity or tour it is about:

- identifying the risks that might happen during an event/tour;
- considering who might be at risk of harm;

- how they are at risk;
- actions which are already being taken to control those risks;
- actions which will be put in place prior to the event/tour;
- who is responsible for these actions; and
- any deadlines for carrying out these action.

For example, athletes travelling to an event or competition, any risks involved in such travel and how many adults will be needed to supervise any children all need to be considered. Identifying the risks can be

done more than once; a risk assessment should be a “dynamic” document. Risks may appear at different stages of planning and so regularly referring back to the assessment is important.

If a risk is considered too great and it is not possible to mitigate it, then the event or tour should not go ahead.

It is possible to find templates of risk assessments online. Generally, they look like the one below:

Risk assessment for: MF
 Carried out by:
 Carried out: DD/MM/YY Next review:

Risk	Who is affected?	Controls in place	Action to be taken	By whom?	By when?

It is a good idea to keep the risk assessment at the front of a planning file for any event or tour so that everyone can see it and if necessary, add to it.

12. Advice, Guidance and Support

All those within the MF who are responsible for safeguarding should receive specialist support to ensure that they are able to carry out their role effectively. Safeguarding can be a stressful, emotional and draining role. Providing support and guidance to people in these roles is essential. It may be provided by another organisation such as a charity, Non-Governmental Organisation or a community group with specialist safeguarding expertise. Ensuring people are able to talk about problems within a confidential environment and discuss matters anonymously with another person who understands the responsibilities and requirements of the role to help them play their part.

Advice and guidance about safeguarding should be available for children, parents, carers, athletes and anyone else associated with the MF especially the details of the person they should contact if they are in need of help. Those involved in any reported concern should have access to support if it is needed.

Details of the safeguarding policy should be made extensively available so that the whole of the athletics community have an understanding of their responsibilities, expected behaviours and duties to protect both children and adults from abuse and harassment within the athletics environment.

Creating networks with other organisations so that experiences and information can be shared is an effective way of supporting each other. Holding conferences and workshops can help to bring people together and will encourage people to develop working relationships with others in the safeguarding sector as well as sharing learning and best practice.

World Athletics is available to help advise and guide MFs on safeguarding matters where necessary.

13. People with additional vulnerabilities

There are children and adults who have additional vulnerabilities and as such, care needs to be taken to ensure they are properly safeguarded. It is important to find ways of making the safeguarding policy known to all who might otherwise find it difficult to access due to their race, age, sex, religion, disability, social background or culture.

It is a good idea for this to be considered in any risk assessment that is carried out for specific activities or events.

Every aspect of the safeguarding policy should be considered with these vulnerabilities in mind and it may be necessary for additional safeguards to be put in place for them. Take time to consider what these may be and the support that might be provided to them to ensure they are able to access the sporting opportunities athletics offers.

Training may be necessary for staff and volunteers to help them identify additionally vulnerable people and to consider what safeguards can help to protect them from abuse or harassment within the athletics environment.

14. Record Keeping

In order to monitor and evaluate safeguarding systems it is essential to keep records of all the concerns, allegations, complaints and incidents which are reported to the MF by anyone.

Reports should always be kept confidentially and securely to ensure that only individuals with permission to access them are able to do so.

15. Partnerships

MFs who are fortunate enough to have funders, grantees, delivery partners and sponsors should work with them to ensure that both organisations make their expectations regarding safeguarding known to each other. It is important to do this so that the various different safeguarding responsibilities can be shared out where necessary otherwise assumptions about who will take on these responsibilities can be made leaving a situation where no one does them. When negotiating new agreements, the MF safeguarding policy should be shared and discussed with the partner. This is also an opportunity to share best practice and resources.

The reporting of concerns is very important when working with partners and it may be that both organisations will need to know about any concerns so that they can address the issues raised. The investigation and disciplinary aspects should also be clearly considered in any agreement between the two parties. It is important once agreement about safeguarding has been reached that all those involved are informed about the expectations of both parties.

MFs can influence and promote safeguarding to partners in these situations improving the safeguarding and highlighting the importance of it throughout the community.

16. Implementing and embedding a safeguarding policy

Once the safeguarding policy has been written, adopted by the leaders and published on the website many might think that is all that needs to be done. That is only the start of the journey for an MF and the first step that needs to be taken on that journey is to ensure that everyone is aware of their responsibilities and so communicating the policy and its contents to the community is essential.

To assess where the MF is on the safeguarding “journey” it may be helpful to do a “self-audit”. This will help the MF identify areas of strength as well as weakness. Being honest about the situation of the MF will give a good indication of areas which need to be addressed.

The Checklist (which can be found at section 18 below) is a good starting point for carrying out a “self-audit” and will highlight areas for action in the future.

It is important to raise awareness of the risks of abuse and harassment, particularly when looking after children, to promote the status of safeguarding. It has been recognised by the United Nations in the Convention of the Rights of the Child and as such it should be embraced as a key principle for all organisations.

Taking the safeguarding message out into the communities MFs service is essential. Listening to various different groups in these communities will highlight numerous perspectives and opinions on the safeguards which are being implemented. Not only adults and children but also the various different groups within these groups - men, women, individuals with a disability, etc. By taking these opinions and views into account it will help to ensure that the safeguards are equitable, inclusive without stigmatising any particular group, flexible in order to accommodate a variety of scenarios, clear and simple to understand, accessible to ensure that everyone is able to understand it including children and people with a disability.

To implement a safeguarding policy, it is essential to take the policy out into the community with a clear message - this is important and we need to work with you to raise awareness of the importance within your area.

17. Monitoring, evaluation and review

Once a safeguarding policy has been written and is being implemented its effectiveness needs to be regularly monitored, evaluated and reviewed. It is not

good enough to have a wonderful, well written and produced policy that is not understood and properly implemented by its intended audience. It is necessary to adapt to changes in legislation, cultural changes and assess the impact the safeguards that have been put in place are having to the children and adults in athletics. However, it is important to understand that this is something which will take time to do and should not be seen as essential to any safeguarding implementation project.

Collecting information and data will help to improve the programmes and events that are held by the MFs and clubs. It will assist MFs to plan for the future and to provide programmes which will be well received. Carrying out a regular - preferably annual - safeguarding audit will improve the systems put in place to safeguard adults and children and create a culture of respect, dignity and integrity.

Surveying the adults and children who are participants in the sport a significant amount of information will be provided which can be analysed to help future planning.

Whilst an annual safeguarding audit is a good idea monitoring and evaluation should be seen as an ongoing regular task. By regularly discussing and considering safeguarding and working on implementing the policy it will help to keep safeguarding high up the agenda for all members of staff. Safeguarding should be integrated into all the sectors of every MF taking into account cultural sensitivities and publicly supported by its leaders.

Reviewing the policy regularly, how it is implemented and resources being used is essential and should not be left until it is out of date. Annual review of the policy will ensure everyone considers its terms and how it can be kept relevant to the sport.

18. Checklist

		Yes	No	Resources and areas of consideration	Red/Amber/ Green
1	Is there a safeguarding policy clearly committing the MF to safeguarding and protecting everyone from abuse and harassment?	<p>Review annually</p> <p>Is it clearly written and understood by everyone?</p> <p>Is there an implementation plan?</p> <p>Are there monitoring and evaluation systems in place?</p>	Use the toolkit and template to prepare a first draft of a policy for discussion and consideration by athletes, volunteers, officials and other stakeholders	<p>Policy template</p> <p>Consultation</p> <p>Annual review</p> <p>Implementation plan</p> <p>Monitoring systems</p> <p>Evaluation plan</p>	
2	Is there a named individual responsible for safeguarding in the organisation?	<p>Is their job description up to date and relevant to the work they are undertaking?</p> <p>Do they have an audience with senior leaders and an opportunity to present matters at board level</p>	Consider who in the organisation is best placed to take responsibility for safeguarding on an interim basis and then consider the appointment of a permanent member of staff and prepare a clear job description.	<p>Safeguarding Officer job description</p> <p>Recruitment policies</p>	
3	Are there MF rules or regulations dealing with safeguarding issues?	<p>Do these need to be reviewed or updated?</p> <p>Are they reviewed annually?</p>	Prepare draft safeguarding rules for consultation and discussion by the relevant committee.	Disciplinary rules	

		Yes	No	Resources and areas of consideration	Red/Amber/Green
4	Is there a clear procedure to follow when complaints or concerns are raised? Is there a flowchart to follow showing the procedure?	<p>Does it need to be reviewed or updated? Does the flowchart incorporate mandatory reporting procedures?</p> <p>Step by step guidance to make the procedure to be followed clear and child friendly.</p>	<p>Prepare a flowchart and consider what the procedure should look like and how it will work. Consider the implication of local legislation and guidance and how the procedure will work within this framework. Take mandatory reporting into account if necessary.</p>	<p>Generic procedure flowchart</p> <p>Mandatory reporting requirements and legislation</p>	
5	Are there partnerships in place with local agencies who deal with child protection and safeguarding concerns?	<p>Review recent cases to consider how these partnerships might work better and if any lessons can be learnt from these cases.</p> <p>Are there good working relationships with these agencies? Can anything be done to improve these relationships?</p> <p>Networking, sharing and learning from cases.</p>	<p>Contact local agencies - police, children's social services, child protection organisations, charities and any other organisations dealing with providing safeguarding support such as human rights associations and other NGOs.</p> <p>Consider workshops, conferences and other networking opportunities.</p>		

		Yes	No	Resources and areas of consideration	Red/Amber/Green
6	Are there documents outlining acceptable and appropriate behaviours for coaches, athletes and officials?	<p>Review codes of conduct and consider if they are clear enough.</p> <p>Carry out consultation with athletes and other stake holders on codes of conduct.</p> <p>Are there other groups which might benefit from codes of conduct?</p>	<p>Consider codes of conduct and the various groups for whom it is important to have clear codes of behaviour set out and then carry out consultation with these groups.</p>	<p>Draft codes of conduct for consideration and consultation</p> <p>Survey groups about expectations and behaviour</p>	
7	Are pre-recruitment checks such as background or police checks carried out? Is there a clear policy on how to recruit for certain roles which have contact with children or vulnerable adults and may require specific skill sets?	<p>Are these policies up to date? Is everyone aware of these requirements?</p>	<p>Consider the legal requirements that there may be for different roles in the organisation and prepare draft policy for recruitment in the organisation.</p> <p>Make sure that job descriptions for these roles refer to recruitment checks.</p>	<p>Job description</p> <p>HR policies</p> <p>Legal requirements</p> <p>Background/criminal record check requirements</p>	
8	Are there training sessions and educational resources available for MF staff and volunteers to support and assist with safeguarding?	<p>Are these resources up to date and still relevant? Have they been updated with further information on other aspects of safeguarding such as grooming, peer on peer abuse, children with additional vulnerabilities, cyber bullying and mental health issues?</p>	<p>Consider where to find appropriate training courses and educational resources for the relevant group.</p>	<p>IOC training resources, NSPCC training resources, UNICEF</p> <p>Charity resources</p>	

		Yes	No	Resources and areas of consideration	Red/Amber/Green
9	Does the MF regularly carry out consultation sessions with various stakeholders on safeguarding?	<p>Do the results of consultation feed into the decision-making process for their own protection?</p> <p>Are these consultation sessions carried out regularly to ensure the policy is regularly reviewed and updated?</p> <p>These consultation sessions are with children, parents and staff as well as adult athletes?</p>	Consider how best to listen to the voices of stakeholders about safeguarding issues to ensure that they are involved in the decision-making processes	<p>Surveys - online and offline</p> <p>Group discussions</p> <p>Workshops</p> <p>Conferences</p> <p>Informal conversations</p>	
10	Does the disciplinary process in the MF sufficiently address safeguarding with a multi-disciplinary, multi-agency approach?	<p>Review the structure of disciplinary process occasionally.</p> <p>Review decisions and consider other organisation's approach - what can be learnt from other sports disciplinary processes?</p>	Should a review panel with specialist safeguarding be established to consider cases or only to deal with disciplinary cases?	<p>Disciplinary rules</p> <p>Other sports disciplinary rules</p> <p>Safeguarding Rules</p>	

		Yes	No	Resources and areas of consideration	Red/Amber/Green
11	<p>Do partnership agreements with other organisations such as funders, grantees, sponsors and delivery contain safeguarding terms?</p> <p>Note: This is only relevant to MF's who are lucky enough to have such relationships.</p> <p>This is only for relationships going forward and should not be applied retrospectively to agreements already in existence. Where there are agreements in existence discussions may take place where relevant.</p>	<p>New partnership agreements contain safeguarding terms which reflect the MFs safeguarding policy.</p> <p>Partners are signposted to other safeguarding resources such as International Safeguards for Children in Sport for support.</p> <p>Expectations clearly set out as well as stating who is responsible for which aspects of safeguarding.</p> <p>Reporting of concerns is clearly explained and the responsibilities delineated.</p> <p>Sharing of information and learning is a way of ensuring consistency.</p> <p>Policy is communicated across the community to raise awareness of the importance of safeguarding.</p>	<p>Contact partners and discuss expectations relating to safeguarding.</p> <p>Discuss how to share learning and experiences.</p> <p>Ensure agreements are clear about responsibilities following any negotiations.</p> <p>Develop long term partnerships that can be worked on starting with simple, clear guidelines which have been discussed and agreed.</p> <p>Review any older agreements and consider renegotiating if necessary.</p> <p>Promoting best practice and taking the opportunity the MF has to influence and improve safeguarding across the community.</p>	<p>New agreements</p> <p>Sharing of policies</p>	

		Yes	No	Resources and areas of consideration	Red/Amber/Green
12	<p>Is the implementation of the safeguarding policy monitored?</p> <p>Note: This section should be seen as aspirational and only when the previous policies have been actioned.</p>	<p>Systems have been developed to collect information and evaluate the impact of the safeguarding policy</p> <p>Children, parents and carers are regularly consulted about the systems as they are developed by producing drafts of data for feedback</p> <p>Gaps are highlighted and trends identified which help to make plans for the future</p> <p>Successes are celebrated</p>	<p>Decide what data is available about safeguarding and how to collect it</p> <p>Start by collecting data to benchmark the impact of the policy</p> <p>Consider using local NGO or NOC to monitor and evaluate the data</p> <p>Try to work out what data and information is necessary to be able to identify trends and to be able to monitor how things are working</p>	<p>Guidance about monitoring of the policy will be provided on request.</p> <p>Surveys and consultation with the community to find out how much they know about the policy and its principles and whether or not they have been embedded successfully.</p>	

How to assess the results

Where an item is marked as Red - it has not been done or even started - then the first steps as set out in the column marked No should be taken.

Where an item is marked Amber - it has been started but it is not fully embedded in the organisation - then a plan should be drawn up and the steps that still need

to be taken should be set out with realistic time frames set out.

Where an item is marked Green - it is being done and is part of the MF's regularly monitoring and evaluation programme - then any improvements will be small but can still be part of an action plan.

An example of an Action Plan is set out below.

Action Plan			
Safeguarding Policy - red	Prepare draft using template	Carry out consultation	Consider any monitoring and evaluation systems which can be built into MF systems
Named Safeguarding Officer - red	Identify individual with correct skill set	Consider recruitment	Draft job description
Safeguarding Rules - red	Consider current rules - can these be amended to incorporate safeguarding?	Work with disciplinary staff to improve current rules	

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.

CONTENTS

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 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.

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.

Grooming is the process (whether 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 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 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.

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. 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. Examples include 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 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.

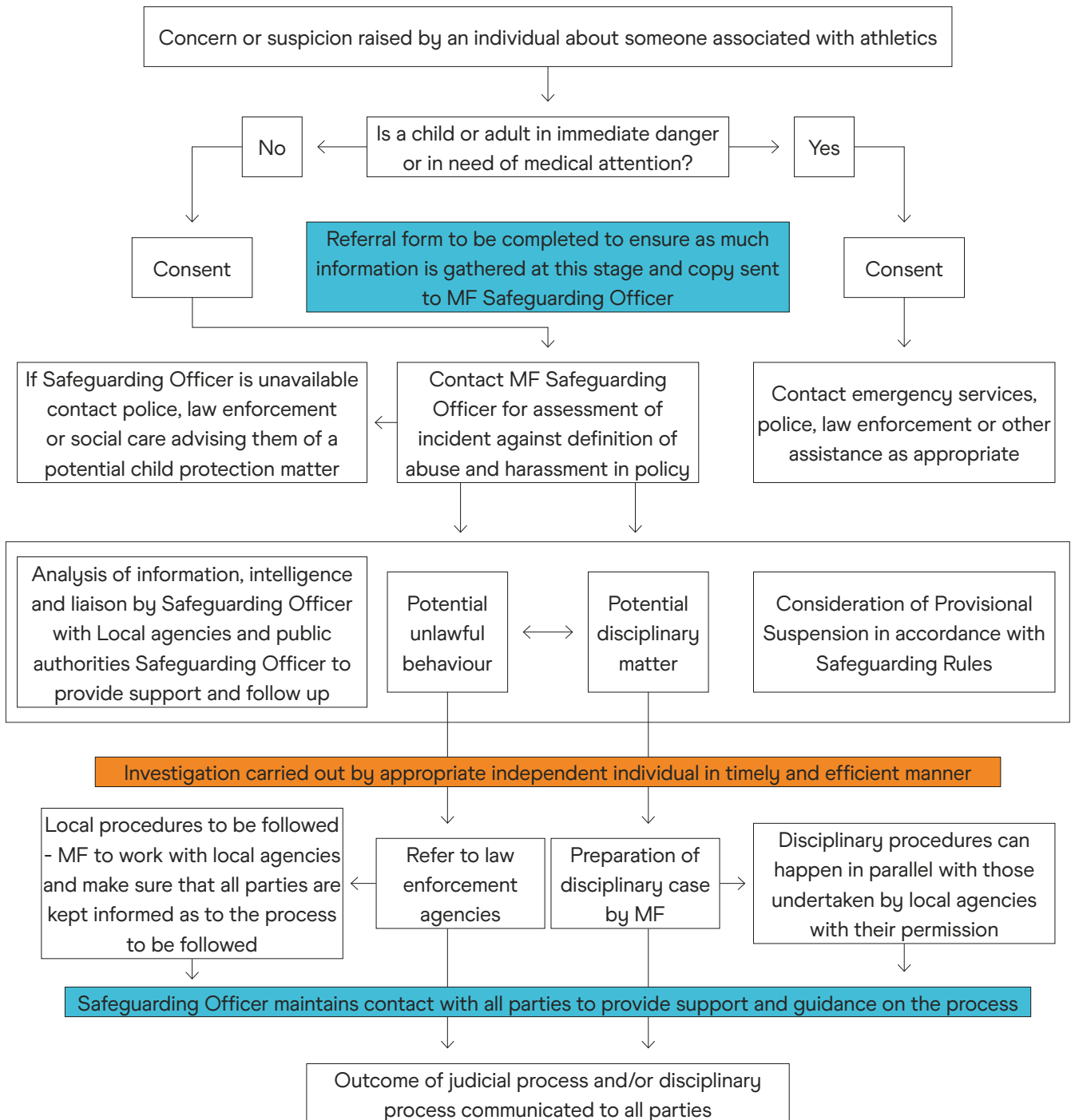
If an individual is at immediate risk of serious harm there should be no delay in reporting a matter to the emergency services. There are occasions when the consent of the individual to report a matter should be sought, taking into account their age and mental capacity. The capacity for consent of a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

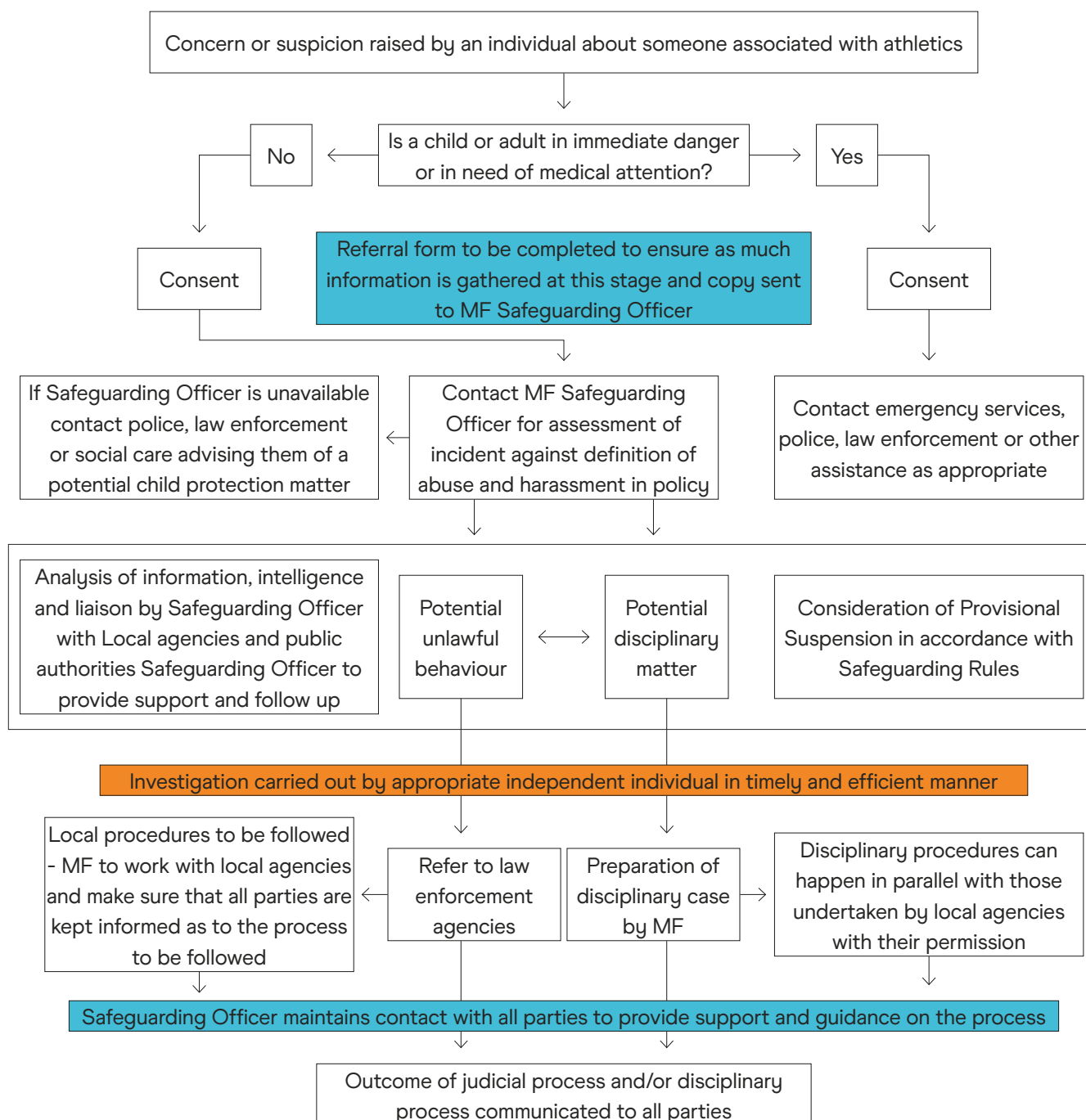
MF to decide if to include the following in any Code of Conduct or indeed include any further examples of behaviours the MF would like to encourage or prohibit.

- *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 or 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.

CONTENTS

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], its 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.

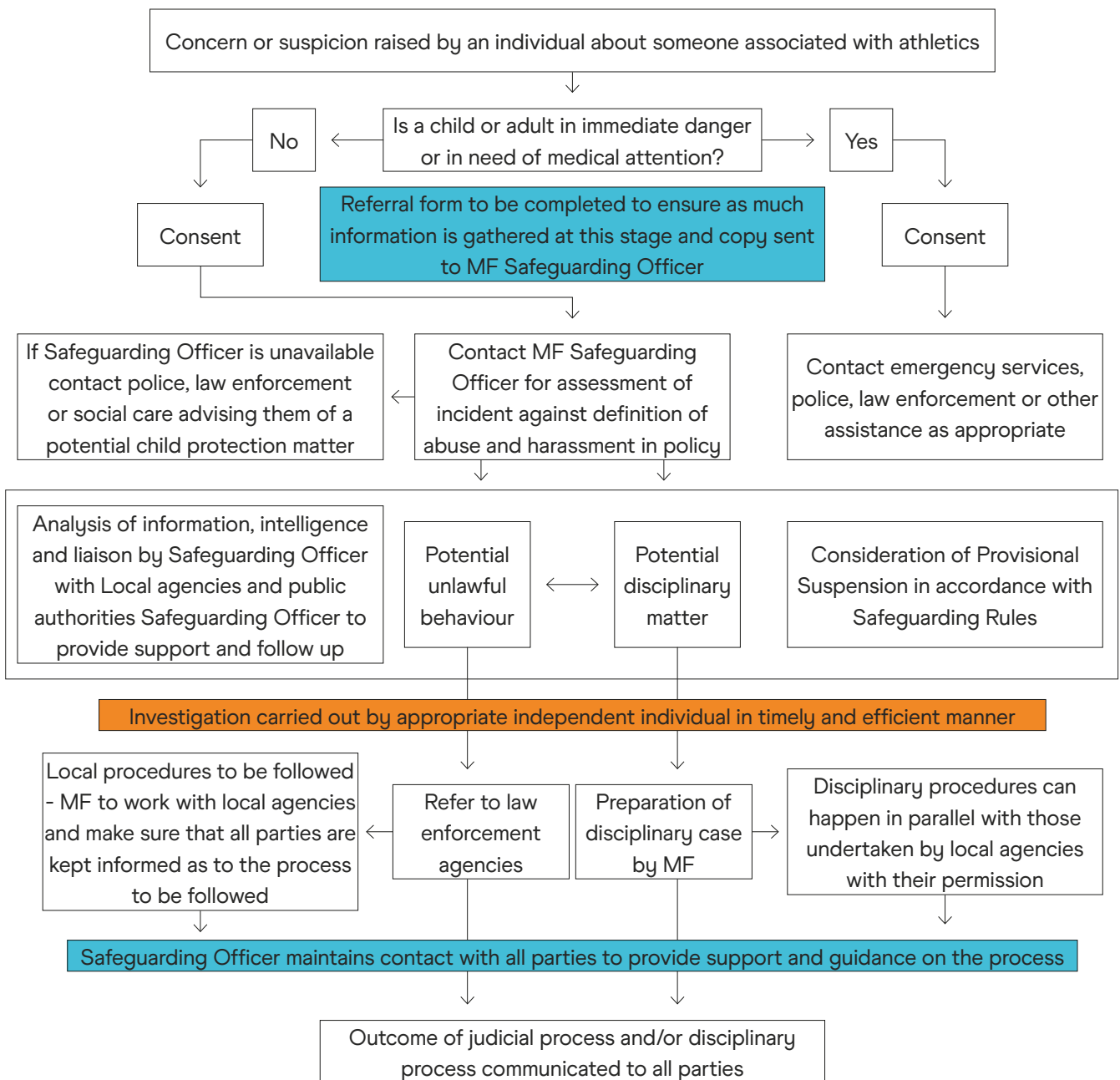
If an individual is at immediate risk of serious harm there should be no delay in reporting a matter to the emergency services. There are occasions when the consent of the individual to report a matter should be sought taking into account their age and mental capacity. The capacity for consent of a child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



www.worldathletics.org

@WorldAthletics



6-8, Quai Antoine 1er, BP 359

MC 98007

Monaco Cedex

©World Athletics 2022.
All Rights Reserved.