



## **Association of Paralympic Sports Organisations**

### **Model Safeguarding Policy for Member Organisations**

*This model safeguarding policy is offered as a guide to International Paralympic Federations seeking to draft their own Safeguarding Policy Statement. It is not recommended that this document be copied blindly without considering the content of the document. We also recommend that the International Paralympic Federation review Safeguarding Policy documents of other International Sports Federations to find examples of best practice.*

*International Paralympic Federations developing Safeguarding Policies and Procedures should form an Internal Safeguarding Working Group which involves individuals from different aspects of the Federation's operations. This is to ensure buy in from all sections of interest in the Federation and to ensure that there are no gaps in the Federation's Safeguarding Policies and Procedures.*

*It is also good practice to form an External Safeguarding Advisory Group comprised of individuals with expertise in safeguarding, legal and medical matters who can provide guidance and support to the Federation in the development and implementation of their Safeguarding Policy and Procedures.*

*Insert Federation Logo*

*Insert Federation Name*

## SAFEGUARDING POLICY AGAINST HARASSMENT AND ABUSE

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## INTRODUCTION

Safeguarding is the responsibility of organisations to make sure their staff, volunteers, operations, and programmes do no harm to children or vulnerable adults, or expose them to harassment, abuse, or exploitation. It is, however, increasingly becoming best practice to think about how we always safeguard everyone in our organisations, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment.

*[Insert Federation Name]* is the world governing body for the sport of *[Insert Sport]*. It is a non-profit-organisation and does not pursue any objective for its own gains. It is an association created under *[Insert Details]* and its seat is in *[Insert Country Name]*.

*[Insert Federation Name]* seeks to create an atmosphere in which everybody who participates in *[Insert Sport]* can have a safe, rewarding, and positive experience.

Harassment, abuse, or exploitation can occur in any sport impacting the rights and wellbeing of athletes, and those working in other roles in the sport, as well as the *[Insert Federation Name]* and *[Insert Sport]*. The IOC Consensus Statement of 2016 as well as the IPC Policy on Non-Accidental Violence and Abuse in Sport 2016 provide some examples of consequences of different forms of harassment, abuse and exploitation in sport including the physical and emotional harm caused to victims and the reputational damage caused to sporting organisations.

Therefore the *[Insert Federation Name]* seeks to protect everyone involved in *[Insert Sport]* in the belief that all athletes, coaches, officials, staff, and volunteers have the right to participate in sport in a safe and inclusive environment that is free from all forms of harm, discrimination, harassment, abuse, exploitation, violence, and neglect.

The *[Insert Federation Name]* Safeguarding Policy against Harassment and Abuse in Sport aims to:

- Provide a framework for promoting the prevention of harassment, abuse, and exploitation in the sport.
- Raise awareness of, and provide clarity on, what constitute harassment, abuse, and exploitation.
- Outline the process for reporting concerns of harassment, abuse, exploitation, and how reported concerns will be managed.

Thereby promoting a safe and inclusive environment for all involved in *[Insert Sport]*.

## DEFINITIONS

**Athletes with disabilities:** those who have long-term physical, mental, intellectual, or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others.

**Bullying or cyberbullying:** unwanted, repeated, and intentional aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally, vandalizing personal property, deliberately excluding someone, making practical jokes which cause awkwardness or embarrassment, endangering a person's safety, or negatively affecting performance.

**Children:** are defined as young persons under 18 years of age and are protected under the United Nations Convention on the Rights of the Child which has been adopted by 197 nations.

**Grooming:** refers to an individual working to create an emotional connection with a child to gain their trust with the distinct purpose of sexual abuse or exploitation. Grooming can be undertaken by both males and females and can occur both online and in the real world. It can be undertaken by an individual the child or young person knows or by a stranger. Many children and young people will not understand that they have been groomed and that it constitutes abuse. Abusers may invest a lot of time and effort into gaining a child's and possibly the rest of their families trust by:

- Offering advice and understanding
- Buying gifts, such as equipment
- Giving the child attention
- Using their professional position or reputation
- Taking them on trips, outings, or holidays

Once they have established trust, groomers will exploit the relationship by isolating the child from friends or family and making the child feel dependent on them. They will use any means of power or control to make a child believe they have no choice but to do what they want. Abusers may introduce 'secrets' to control or frighten the child. Sometimes they will blackmail the child, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

**Hazing:** an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.

**Harassment:** directly or indirectly engaging in conduct that the respondent knows or ought to know (a) causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably (i) following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be; (ii) engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues; or (iii) sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person; or (b) amounts to sexual harassment of the complainant or a related person.

Harassment can take a variety of forms with the most common being:

- Suggestive sexual comments
- Racist insults/jokes

- Verbal abuse
- Unwelcome attention

**Homophobia:** antipathy, contempt, prejudice, aversion or hatred towards Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual persons.

**Neglect:** the failure of parents, care givers and those supervising children to meet a child's physical and emotional needs or failure to protect a child or adult from exposure to danger.

**Negligence:** acts of omission regarding athlete safety. For example, depriving an athlete of food/or drink; insufficient rest and recovery; failure to provide a safe physical training environment; or developmental age-inappropriate or physique- inappropriate training methods.

**Physical abuse:** non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age- inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices.

**Psychological abuse:** a pattern of deliberate, prolonged, repeated non-construct behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's inner life in all its profound scope.

Psychological abuse can take a variety of forms with the most common being:

- Confinement
- Isolation
- Verbal assault
- Humiliation
- Intimidation
- Infantilizing

any other treatment which may diminish the sense of identity, dignity, and self-worth.

**Safe sport:** an environment that is respectful, equitable and free from all forms of non-accidental violence to athletes and others participating in sport.

**Sexism:** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism.

**Sexual abuse:** any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given.

**Sexual harassment:** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.

**Vulnerable Adult** includes any person aged 18 or over who is, or may be, in need of services by reason of a disability, age or illness, and who is, or may be, unable to take care of him- or herself. Vulnerable adults also include any person over 18 years of age who is unable to protect him- or herself against significant harassment, abuse, neglect, or exploitation because of their athletic

ability, race, gender, sex, health status, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or birth.

**Young Adults** are young persons over 18 years of age transitioning from childhood to adulthood. With limited life experience they may not have developed resilience and may be more at risk of harassment, abuse, or exploitation.

## TO WHOM AND WHEN DOES THIS POLICY APPLY?

Without any distinction of age, gender, race, religion, creed, ethnical origin, physical attributes, sexual orientation, athletic ability, socio economic status or other kind of unfair discrimination; this Policy applies to anyone who:

- Currently is or was at the time of a possible violation of this Policy, within the governance or disciplinary jurisdiction of the *[Insert Federation Name]* or who is seeking to be within the governance or disciplinary jurisdiction of *[Insert Federation Name]*.
- Is an athlete, coach, technical official, medical official, classifier, official or any entourage member of the athletes at any level or category of the competitions of the *[Insert Federation Name]*.
- Is a member of staff or office holder of the *[Insert Federation Name]*.
- Is a volunteer or a person who works for the Local Organising Committee (LOC) at any event which falls under the rule's jurisdiction of the *[Insert Federation Name]*.

This Policy always applies to all *[Insert Federation Name]* Member Federations and during *[Insert Federation Name]* sanctioned events.



## WHAT IS HARASSMENT AND ABUSE?

Harassment and Abuse can be expressed but not limited to, in five forms which may occur in combination or in isolation.

- Psychological abuse
- Physical abuse
- Sexual harassment
- Sexual abuse
- Neglect

This Policy contains all the definitions from the IOC Consensus Statement 2016 as well as from other relevant sources and provides more details on various forms of Harassment and Abuse.

Harassment and Abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status, and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited, or coercive. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

Harassment and Abuse often result from an abuse of authority, meaning the improper use of a position of influence, power, or authority by an individual against another person.

All Athletes and others participating in sport are susceptible to being a target of the various forms of Harassment and Abuse.

The impact of the various forms of harassment and abuse on a participant may include any or all:

- Physical e.g., illnesses and injuries, loss of performance, eating disorders, sexually transmitted infections, post-traumatic stress disorder
- Emotional e.g., volatile mood states
- Behavioural e.g., drop out of the sport / competition, potential for cheating
- Mental Health / Cognitive e.g., anxiety, depression, self-harm, suicide, low self-esteem
- Effect on relationships e.g., belittling, social exclusion

The following conduct constitutes a violation of this Policy:

- Psychological abuse (which includes Grooming, Hazing, Bullying and other forms)
- Physical abuse
- Sexual harassment
- Sexual abuse
- Neglect
- Complicity i.e., assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this Policy
- Retaliation

Retaliation is any adverse action taken by an accused person or their associates against a person participating in any investigation or proceedings initiated by the *[Insert Federation Name]* pursuant to this Policy. Retaliation by an accused person or their associates against a person for making an allegation, supporting a reporting party, or providing information relevant to an allegation is a serious violation of this Policy.

- Failure to cooperate

Failing to cooperate with any investigation carried out by, or on behalf of, the *[Insert Federation Name]* in relation to a possible breach of this Policy, including, without limitation, failing to provide accurately, completely and without undue delay any information and/or documentation and/or access or assistance requested by the *[Insert Federation Name]* as part of such investigation.

Obstructing or delaying any investigation that may be carried out by, or on behalf of, the *[Insert Federation Name]* in relation to a possible violation of this Policy, including without limitation concealing, tampering with, or destroying any documentation or other information that may be relevant to the investigation.

## RESPONSIBILITIES

*[Insert Federation Name]*

The executive body of the *[Insert Federation Name]* shall formerly adopt this policy and ensure that the policy and accompanying procedures are operationalised.

The *[Insert Federation Name]* shall appoint Safe Sport Officers who shall be responsible for implementing the *[Insert Federation Name]* Safeguarding Policy and Procedures.

The *[Insert Federation Name]* Safe Sport Officers shall be responsible for:

- Raising awareness of the *[Insert Federation Name]* Safeguarding Policy and Procedures including the procedures for reporting concerns of harassment and abuse in the *[Insert Sport]*.
- Ensuring that reported concerns of harassment and abuse are managed in a timely, fair, and responsible manner.
- Ensuring that all those persons involved in an alleged incident of harassment or abuse are appropriately supported.
- Providing reassurance to those who are concerned about a possible alleged incident that their personal information will not be disclosed, except, for example, if the concerned person gives their prior consent
- Promptly informing the National Federations of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).
- Guaranteeing secure storage of records for 10 years, counted from the conclusion of the assessment procedure.
- Imposing appropriate disciplinary or corrective measures when there has been a violation of this Policy
- Ensuring that there is a safeguarding plan and reporting procedure in place at all *[Insert Federation Name]* events underlining the commitment of the *[Insert Federation Name]* to ensure that participants know that their safety and welfare are of paramount importance.
- Ensuring that at all *[Insert Federation Name]* events, that Safe Sport Officers shall be appointed reporting to the *[Insert Federation Name]*'s Safe Sport Managers. Event Safe Sport Officer(s) will be named in all pre-event information and at the team meeting before competitions and should be available to be contacted throughout the duration of the event.
- Providing and raising awareness of suitable educational resources and training opportunities for all participants in *[Insert Sport]*.
- Maintaining a register of suspended, disciplined, and disqualified individuals.
- Coordinating with respective organisations (the IOC, the IPC, the International Federations, etc.) to prevent migration of suspended, disciplined, and disqualified individuals to other sports or jurisdictions.
- Actively promoting best practice in safeguarding in sport.
- Updating the Policy and related procedures when appropriate.

National Federations in membership of the *[Insert Federation Name]*

All National Federations in membership of the *[Insert Federation Name]* must play their part in ensuring that the sport

of *[Insert Sport]* is free from any kind of Harassment and Abuse.

All National Federations in membership of the *[Insert Federation Name]* shall have their own safeguarding policy and procedures which shall be aligned with:

- The applicable laws in their country
- *The [Insert Federation Name] 's Safeguarding Policy*
- *The [Insert Federation Name] 's guidance on National Federation Safeguarding Policies and Procedures*

National Federation Safeguarding Policies and Procedures shall be formally approved by the executive body of the National Federation.

National Federations shall ensure that their Safeguarding Policies and Procedures are accessible and are communicated to their stakeholders.

It is recommended that all Member National Federations should have a written safeguarding policy or officially adhere to the one of its National Olympic and/or Paralympic Committee that is accessible and easily understood by all their members as well as being actively promoted.

National Federations should also research what their obligations are in relation to mandatory reporting to public authorities within their country and are responsible for defining and implementing their own policies and procedures, having been adapted to their own national legal framework and consistent with this Policy, to protect their athletes, staff and volunteers from harassment and abuse. In compiling such policies, National Federations should include understandable procedures relating to:

- Expected standards of behaviour towards other participants
- The identification of signs of abuse, bullying, psychological stress etc., and include the relevant definitions
- Taking participants away on trips / tours
- The use of mobile equipment, information technology and social media (e.g., email / internet / Facebook)
- The actions that will be taken in the event of an incident or grounds for concern
- The identification of applicable laws regarding disclosure of information
- How complaints will be dealt with, associated timescales and disciplinary processes
- The appointment of a [National] Safe Sport Officers
- Ensuring that all participants understand their role and responsibilities in respect of safeguarding
- Ensuring that participants receive necessary training
- The secure storage of records of all safeguarding concerns
- Managing reports of alleged incidents of harassment and abuse relating to persons that are members of their National Federation, through their regional bodies or clubs, including athletes, staff, and volunteers

- Ensuring all participants, representing their federation at a *[Insert Federation Name]* managed activity, are aware of, and understand, the *[Insert Federation Name]* Safeguarding Policy against Harassment and Abuse in Sport.
- Strongly communicate and promote education and prevention against any form of Harassment and Abuse in their federation.
- Promptly inform the *[Insert Federation Name]* of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).

#### Participants in the Sport

Everyone in the sport of *[Insert Sport]* has a duty of care to other participants in the sport especially children and vulnerable adults. Participants in the sport are responsible for:

- Taking action to safeguard others against harassment and abuse in sport.
- Reporting their concerns to a Safe Sport Officer where they have reason to believe that another participant has experienced or is experiencing harassment and abuse. Information should be shared on a 'need to know' basis only. The person making a report should keep a confidential note of the information they have passed on, when and to whom.
- Advising their National Federation of any formal disciplinary sanctions relating to harassment and abuse that they have received.
- All those involved in the sport of *[Insert the Sport]* have a responsibility to learn how to recognise and respond to signs of harassment and abuse as well as reporting and acting on any concerns.
- If any participant has concerns about a child or a vulnerable adult, which could be from their own observations or from someone who has shared a concern, should be able to carry out the following steps, as a minimum standard:
  - Assess if the child or adult requires urgent medical or police attention?
  - If yes, contact emergency services immediately
  - If no, report the concern to the relevant Safe Sport Officer
  - Complete an Incident Form (Appendix B) within 24 hours

## SAFE SPORT MANAGERS

*To distinguish between the safe sport officers operating at the level of the International Sports Federation and the Member National Sports Federation we have used the term Safe Sports Manager and Safe Sports Officers. The role of a Safe Sport Officer is similar in different organisations but may have a different title. Titles might be “Designated Safeguarding Lead or Office”, “Safeguarding Focal Point”, Welfare Officer” or similar.*

The *[Insert Federation Name]* shall appoint a minimum of two persons, one man and one woman, who shall have expertise in Safeguarding in Sport as Safeguarding Managers.

The *[Insert Federation Name]* Safeguarding Managers shall have the following role and duties:

- To act as the main point of contact for anyone reporting concerns of Harassment and Abuse to the *[Insert Federation Name]*.
- To act as the main point of contact for Member Federations regarding Safeguarding matters.
- To review safeguarding concerns reported to the *[Insert Federation Name]* and refer cases to appropriate bodies for action based on the nature of the concern raised.
- To refer cases to Member National Federations as is appropriate.
- To refer cases to the *[Insert Federation Name]*'s a disciplinary or ethical where appropriate.
- To provide, if requested, support to anyone who reports concerns of possible Harassment and Abuse and/or to anyone who has been the subject of Harassment and Abuse as is appropriate.
- To implement and uphold the *[Insert Federation Name]*'s Safeguarding Policy and Procedures.
- To agree safeguarding plans with the Local Organising Committee (LOC) and the host National Federation at *[Insert Federation Name]* events.
- To respect the confidentiality of all parties concerned in respect of raised concerns.
- To ensure where concerns raised are required in law in specific jurisdictions to be reported to relevant authorities that this is done.

## APPLICABLE LAW / RELEVANT AUTHORITIES

The *[Insert Federation Name]*'s Safeguarding Policy's applicable law are the *[Insert Federation Name]*'s Rules.

In case of any report to the relevant local authorities, the applicable law will be the national law of the country where the incident happened.

In respect of concerns raised with the *[Insert Federation Name]* through its reporting processes and its Safe Sport Managers, the Safe Sport Managers will review the reports to determine whether the matter should be referred to the relevant authorities of the country where the incident happened, or whether it should be referred to the relevant Member National Federations, or whether the *[Insert Federation Name]* should exercise jurisdiction over the matter.

If the raised concern of Harassment and Abuse is to be considered as a penal infraction/criminal violation the matter should be referred to the relevant authorities in the country where the incident occurred. Referral can be made by the Member National Federation's safe Sport Officers or by the *[Insert Federation Name]*'s safe Sport Managers. If there are concerns for the safety of a child or vulnerable adult, the matter should be reported immediately to the relevant local authorities.

The *[Insert Federation Name]* and National Member Federation can only engage in a disciplinary or ethical procedure after any sanction is taken by the relevant local authorities in accordance with the applicable law. However, precautionary suspension of the alleged perpetrator from activities in the sport may be imposed in case of harassment and abuse where on the balance of probability the accused may pose a risk to children or vulnerable adults.

Raised concerns should normally be managed by the Safe Sport Officers of the Member National Federation of the country where the incident happened. The *[Insert Federation Name]* reserves the right to exercise jurisdiction over reported concerns such as at events, where one of the parties to the raised concern holds a senior position in the National Member Federation or a position in the *[Insert Federation Name]*, or where the National Member Federation lacks the capacity to manage the matter.

Concerns raised against any member of staff of the *[Insert Federation Name]* shall be managed through the organisation's Human Resources policies and procedures.

If the raised concern of Harassment and Abuse cannot be considered as a penal infraction/criminal violation by the relevant local authorities in accordance with the applicable law, Safeguarding Managers may commission an investigation into the matter and depending on the investigation refer the matter to the *[Insert Federation Name]*'s disciplinary body or where the concern constitutes bad practice refer the matter to a competent person/group to manage remedial action.

## CONFIDENTIALITY

Safe Sport Managers shall undertake to respect the confidentiality of all the information received at any phase of the procedure.

All the information provided by the whistle blower shall be kept by the Safe Sport Managers and are considered as confidential at any time.

If a reported concern might constitute a penal infraction/criminal violation, the Safe Sport Manager must share the collected information with the relevant Local Authorities in the country where the incident took place in accordance with the applicable law.

Safe Sport Managers are allowed to use the confidential information in cases where the disclosure is necessary to protect child or adult unable to take care of him- or herself from the Harassment or Abuse that is being suffered as required in law in the country where the incident occurred.

Safe Sport Managers may disclose confidential information in cases involving adults where the alleged victim has given permission for this information to be shared with local authorities to protect them from further harm.

Where the alleged behaviour reported does not constitute a penal infraction/criminal violation but is inappropriate conduct, the Safe Sport Managers shall require the permission of the person who was allegedly subject to harassment or abuse to commission an investigation or to refer the matter to disciplinary proceedings where reported concerns shall be required to be disclosed to the person against whom the allegations are made and/or the *[Insert Federation Name]* disciplinary tribunal.



## REPORTING CONCERNS

[*Insert Federation Name*] strongly encourages all incidents of suspected Harassment or Abuse to be reported, regardless of who the offender may be to protect the rights and wellbeing of individuals in [*Insert the Sport*].

### Whistle blowing

The [*Insert Federation Name*] recognises it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form (whistle blowing).

[*Insert Federation Name*] strongly supports whistle blowers by providing a confidential reporting system and believes it is important for anyone who has concerns to speak out early to prevent and stop any harm being inflicted on anyone.

The whistle blower can be anybody who is aware of or has concerns about any form of Harassment and Abuse taking place in the sport.

Where the victim of alleged Harassment or Abuse needs urgent medical or police attention, the whistle blower should immediately contact the appropriate local authorities.

A written report should be submitted to the [*Insert Federation Name*]'s Safe Sport Managers using the [*Insert Federation Name*]'s reporting form.

The whistle blower has a right to conserve his/her anonymity and all the information he gives to the Safe Sport Managers will be treated in strictest confidence. Please be aware however that anonymous reporting may make it difficult for the concern raised to be fully investigated and the allegations to be properly addressed.

### Reporting Concerns

Anyone can report any incident or concerns to Safe Sport Managers who are the appropriate persons at the [*Insert Federation Name*] to manage such cases.

When reporting concerns of Harassment or Abuse, the Safe Sport Managers will take a report in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal, or written report.

Regardless of the method of reporting, it is helpful to safe Sport Managers to get the following information:

- 1) the name of the complainant(s)
- 2) the type of misconduct alleged
- 3) the name(s) of the alleged victim
- 4) the name(s) of the individual(s) alleged to have committed the misconduct

Individuals may complete an Incident Report Form. Information on this form will include:

- The name(s) of the complainant(s)
- The type of misconduct alleged (including psychological abuse, physical abuse, sexual harassment, sexual abuse, and neglect)
- The name(s) of the alleged victim(s)

- The name(s) of the individual(s) alleged to have committed the misconduct
- The approximate date(s) and location(s) where the misconduct was committed
- The names of other individuals who might have information regarding the alleged misconduct; and
- A summary statement of the reasons to believe that misconduct has occurred

A copy of the [*Insert Federation Name*] Incident Report Form can be found at in the appendices of this policy and on the [*Insert Federation Name*] website.

All the information provided by the whistle blower shall be kept by the Safe Sport Managers and is always considered as confidential. If the alleged harassment or abuse are considered penal infraction/criminal violations against a child or vulnerable adult, Safe Sport Managers must share the information collected with the relevant local authorities in accordance with the applicable law.

Member National Federations shall report to [*Insert Federation Name*] Safe Sport Managers any concerns of harassment and abuse that they have been aware of and request advice and support from the [*Insert Federation Name*] Safe Sport Managers.

#### Case management

Reported concerns need to be reviewed by the Safe Sport Managers to determine whether:

- To report the concern to local authorities if the alleged victim is at risk of further harm or requires medical treatment
- To report the concern to local authorities as is suspected the matter is a penal infraction/criminal violation
- The alleged perpetrator poses on the balance of probability a risk to others in the sport and should be suspended from all activities in the sport pending the outcome of legal proceedings
- The reported concern is not a penal infraction/criminal violation but may constitute unacceptable conduct that breaches the [*Insert Federation Name*] 's regulations and codes of conduct
- The unacceptable conduct requires further investigation to determine if there is a disciplinary case to answer or not
- The reported concern should be referred to the [*Insert Federation Name*]'s disciplinary tribunal
- The reported concern constitutes bad practice and requires to be addressed through some form or remedial action
- The reported concern is frivolous, and no action is required

Safe Sport Managers are the only people who can review reported concerns and/or commission an independent investigation to gather any additional information to help determine the nature of the reported concern and whether there is a case to answer.

Where harassment or abuse is suspected, persons bound by the [*Insert Federation Name*] Rules, Regulations, Codes and Policies must provide the Safe Sport Managers with any information, documents, data recordings and storage devices (text, images, sound, etc) in connection with the possible violation or misconduct. Failure to cooperate with the Safe Sport Managers may lead to proceedings before a [*Insert Federation Name*] disciplinary tribunal.

In case of suspicion of a penal infraction/criminal violation, it is not appropriate the Safe Sport Managers to investigate. They shall contact immediately the relevant local authorities, in accordance with the applicable law.

During the investigation procedure, Safe Sport Managers must respect the confidentiality of the information.

Following the receipt of a reported concern alleging misconduct, *[Insert Federation Name]* may consider the circumstances in which it will notify other participants including athletes and/or their parents, legal guardians, or carers with whom the accused individual may have had contact.

At the *[Insert Federation Name]*'s discretion, and as appropriate or required by law, the *[Insert Federation Name]* may notify relevant persons, i.e., competition managers, staff members, contractors, volunteers, parents, legal guardians, carers and/or athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that the *[Insert Federation Name]* is investigating. Advising others of an allegation may lead to additional reports of harassment or abuse and other misconduct.

Where a criminal investigation is being conducted by law enforcement the *[Insert Federation Name]* will be guided by the investigating officer as to what information they may share with others and whether they can safely implement precautionary suspension of the accused person from activities in the sport.

Where *[Insert Federation Name]*'s rules and in particular this Policy have been breached, Safe Sport Managers shall inform the *[Insert Federation Name]* disciplinary tribunal to engage in the disciplinary or ethical procedure.

## DISCIPLINARY PROCEDURE

*The International Federation should ensure that their safeguarding policy aligns with their independent disciplinary or ethics procedures. Disciplinary and appeals tribunals hearing should be independent, and no Officer of the Federation or member of staff should sit on these tribunals.*

In the event of Harassment and Abuse, as defined in in this Policy, the disciplinary or ethics panel of the *[Insert Federation Name]* Tribunal will be the only relevant body to conduct hearing into cases and sanction persons in breach of the *[Insert Federation Name]*'s Safeguarding Policy and Codes of Conduct.

The *[Insert Federation Name]* Safe Sport Managers are prohibited from sitting on any disciplinary or appeals panel hearing a case of alleged harassment and abuse.

In case of Harassment and Abuse which penal infraction/criminal violation in accordance with the applicable law, the disciplinary procedure will commence after any sanction taken by the relevant local authorities.

The *[Insert Federation Name]*'s Disciplinary or Ethical Panel is only allowed to take sporting sanctions after any other sanctions taken by the relevant local authorities. Sporting sanctions can only be taken during the disciplinary procedure if they respect the principles of impartiality, right of defense and equality.

Sanctions and measures shall be proportional to the infringement of the *[Insert Federation Name]* Safeguarding Policy. The following factors shall be taken into consideration:

- The nature of the violation
- The severity of the violation
- The number of the violation (it is one time or several repetitions)
- The background of the abused or harassed person (Child, Vulnerable Adult)
- The relationship between the abused or harassed person and the abuser or harasser
- Any other relevant circumstances

The Disciplinary or Ethical Panel of *[Insert Federation Name]* Tribunal may impose sanctions in accordance with the Disciplinary or Ethical Panel's rules and regulations.

The sportive sanctions taken by the Disciplinary or Ethical Panel of the *[Insert Federation Name]* Tribunal will be published on the *[Insert Federation Name]* website as long as the sanction is applicable.

## ENTRY TO FORCE

These regulations come into force on *[Insert Date]*.

## TRANSITIONAL PROVISIONS

These regulations apply to violations committed after their entry to force.

They also apply to violations committed before their entry to force if they are more favourable to the accused than the regulations in force at the time of the violation.

## APPENDIX A - Educational & Related Resources

The IOC Safeguarding Toolkit has been created to assist the Olympic Movement to develop and implement athlete-safeguarding policies and procedures ([www.olympic.org/athlete365/safeguarding/](http://www.olympic.org/athlete365/safeguarding/)).

To complement the toolkit and ensure that athletes, their entourage, and other individuals understand the core components of this sensitive topic, a free bite-size IOC Athlete Safeguarding e-learning course has been developed and launched on the IOC Athlete Learning Gateway (<http://onlinecourse.olympic.org/course/baseview.php?id=39>).

Additional resources:

*[Insert Federation Name]* Codes of Conduct or Ethics (website link)

[IOC Code of Ethics](#)

[IOC Consensus Statement 2016: Harassment and Abuse in Sport](#)

[IPC Code of Ethics](#) (including [appendix A](#))

[IPC Policy on Non-Accidental Violence and Abuse in Sport](#) (including [Games-Time Reporting procedure](#) and [Games-Time Report Form](#) attachments)

[United Nations Convention on the Rights of the Child](#)

[International Safeguarding Children in Sport guidelines](#) (available in several languages)

[The Council of Europe](#): Article 1. (ii) of the European Sports Charter (version dated 2001)

[UNESCO](#): Article 10.1 of the Revised International Charter of Physical Education, Physical Activity and Sport (version dated 2015)

[UN Declaration of Human Rights](#)

[Safe Sport International](#)

[African Union/GIZ Safeguarding in Sport and Sport for Development Contexts Resources](#) (available in six languages)

## APPENDIX B - *[Insert Federation Name]* INCIDENT REPORTING FORM

Date:     /     /

Please fill out the information below to the best of your knowledge. Out of respect for the importance of this issue and to encourage honest and effective reporting, knowingly making a false or vindictive report will not be tolerated and may be a violation of the *[Insert Federation Name]* Rules & Regulations.

PERSON BEING REPORTED		
Name: (First)		(Last)
IF reg. # (if applicable):	Gender:	Age (or approx):
Discipline (if applicable):		
Position this individual holds or held: <input type="checkbox"/> Coach <input type="checkbox"/> IF Official <input type="checkbox"/> Trainer <input type="checkbox"/> Athlete <input type="checkbox"/> IF Staff <input type="checkbox"/> Other _____		

ALLEGED OFFENCE INFORMATION
Type of offence (check all that apply): <input type="checkbox"/> Psychological Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Other _____
Location Incident(s) Occurred:
Date(s) of Alleged Offences:
Description of Alleged Offences:

VICTIM OR VICTIMS' INFORMATION	
Name: (First)	(Last)
IF reg. # (if applicable):	Gender:     Age (or approx):
Discipline (if applicable):	
Additional Information:	

INDIVIDUAL(S) WHO MAY HAVE ADDITIONAL INFORMATION	
Name: (First)	(Last)
IF reg. # (if applicable):	Gender:     Age (or approx):
Discipline (if applicable):	
Relationship to Parties Involved:	
Brief explanation of the additional information (if known):	

Date:    /    /

#### REPORT SUBMITTED BY

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Are you an *[Insert Federation Name]* member?    ☐ Yes    ☐ No

IF reg. # (if applicable):

Email:

Phone:

Did you witness the alleged offence (s)? ☐ Yes    ☐ No

Relationship to victim:

☐ Self    ☐ Parent/Guardian    ☐ Other family relation    ☐ Friend/Acquaintance    ☐ Coach/Volunteer    ☐ Prefer not to say    ☐ Other \_\_\_\_\_

Signature: \_\_\_\_\_

#### ADDITIONAL INFORMATION

Any other information that you feel would be helpful to an investigation of the alleged offence you have reported:

#### CONTACT DETAILS OF OTHER ORGANISATION(S), AUTHORITY(IES), COURT(S), AND/OR POLICE (IF APPLICABLE) INFORMATION

If any other organisation(s), authorities, court(s), and/or the police have been informed of the allegations, please provide us with any relevant details: