

Safeguarding Procedures

Intent

Safe Sport International (SSI) is committed to promoting a safe environment in all its activities for all participants including (without limitation) athletes, speakers, staff, consultants, and volunteers of all ages.

SSI has developed these procedures in line with its Safeguarding Policy to set out how it will respond to safeguarding concerns and/or breaches of its code of conduct which come to its attention.

Commitment

SSI expects everyone involved in its activities to meet the expectations of behaviour in the SSI Code of Conduct.

We are committed to responding to any reported safeguarding concerns and reported breaches of our code of conduct in a timely manner and in a trauma informed way.

We are committed to maintaining confidentiality within legal parameters and to sharing information on a 'need to know' basis in line with UK legislation and government guidance. If a reported concern identifies that a child is or may be at risk of significant harm, we will pass those concerns to statutory agencies as required by relevant legislation.

If the allegation is not related to a person covered under SSI's policy and you believe someone is at risk of harm, please call your local police or children's/adult at risk services.

'Covered persons' to whom these procedures apply are set out in our policy document.

Scope

1. This procedure sets out the framework for SSI to respond to concerns:
 - a. brought to the attention of SSI about poor practice, harassment and abuse happening in or through sport, or
 - b. identified because of an individual's involvement in sport, or

- c. about a reported breach of SSI's 'code of conduct' by a 'Covered Person/s'.
2. This procedure defines what SSI means by harassment and abuse, and safeguarding.

Responding to concerns

3. Responding to a safeguarding emergency

If either a child or an adult has been seriously hurt or is in imminent danger, an SSI 'covered person' must:

- a. Call local emergency services and/or law enforcement;
- b. Inform the SSI Safeguarding Lead (Anne Tiivas) or Deputy Safeguarding Lead (Malia Arrington) immediately; and
- c. Complete the SSI Safeguarding Concern Form (Annex 2).

4. Responding to a non-emergency safeguarding concern about a child

When a concern for a child does not include an immediate risk of serious harm:

- a. Consult immediately with the Safeguarding Lead or deputy (in the Lead's absence) who will act according to the UK Government guidance - [Working Together to Safeguard Children 2018](#) and 'What to Do if You are Worried a Child is being Abused'.
- b. Complete the Safeguarding Concern Form and share with the Safeguarding Lead within 24 hours (Annex 2).
- c. A SSI Case Management Group (CMG) will be convened and the CMG will determine what action is needed within 48 hours. This will be recorded with rationale and securely stored consistent with SSI's practices.

5. Responding to a non-emergency safeguarding concern about an adult

When a concern about an adult (over age 18) does not include them being seriously hurt or in imminent danger, SSI recognizes the decision of the individual to report their

concerns, and pursue an investigation or not. In either case, SSI will signpost to additional support services.

- a. If requested, SSI may pass on information to statutory agencies on behalf of the individual.
- b. SSI may pursue an investigation without the individual's participation if there has been a breach of the SSI Code of Conduct.
- c. If the individual has an intellectual disability, SSI will seek the advice and support from appropriate agencies.

Definitions

6. Harassment and abuse can be based on any grounds including age, race (including skin colour, nationality, ethnicity or national origin), gender identity, sex, sexual orientation, disability, language, religion or philosophical beliefs or 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 or not, unsolicited/solicited, and coercive.
7. 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. It may also involve peer to peer abuse, between athletes, between coaches, volunteers and staff or volunteers.
8. Harassment and abuse can be expressed in five forms which may occur in combination or in isolation. These include psychological and emotional abuse, physical abuse, sexual harassment, sexual abuse, and neglect. These forms of abuse are defined here as:
 - a. **Psychological and emotional abuse:** means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment which may diminish the sense of identity, dignity, and self-worth.

- b. **Physical abuse:** means any deliberate and unwelcome act, such as for example punching, beating, kicking, biting, and burning, that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity (e.g. age- or physique-inappropriate training loads; including when injured or in pain), forced alcohol consumption, or forced doping practices.
 - c. **Sexual harassment:** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.
 - d. **Sexual abuse:** means any conduct of a sexual nature, where consent is coerced/manipulated or is not or cannot be given.
 - e. **Neglect:** within the meaning of this document means the failure of a person or another person with a duty of care towards the player to provide a minimum level of care to the player, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
9. In addition – adults may be at risk from - self -neglect, domestic abuse, financial abuse, modern slavery. Children and adults may also experience bullying

10. Other definitions

- a. **“Adults at risk”** - under UK legislation (The Care Act 2014) means ‘adults at risk of harm’ and is based on the circumstances adults find themselves in rather than their individual characteristics. This replaced the concept of ‘vulnerable adults’ which was seen by many to be disempowering.
- b. **“Athlete”** means a current or former participant, of any age, involved in the practice of any sport at any level.

- c. **“Bullying”** is ‘... the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online (Source UK Anti-bullying Alliance)
- d. **“Case Management Group”** (CMG) - means the case management team appointed by SSI the Terms of Reference.
- e. **“Child”** or **“Children”** means any person under 18 years old.
- f. **“Concern”** is a belief or reasonable concern that a child or adult may be experiencing or be at risk of suffering harassment or abuse a) in sport or in their community - identified as a result of involvement in SSI’s activities, i.e. a disclosure or reported concern about abuse by a participant on an SSI training event) or b) by a Covered Person as identified in this policy as a breach of SSI’s code of conduct.
- g. **“Contact with children or adult athletes”** refers to any action having a direct impact on children or adult athletes whether face to face, through electronic communication or online. **“Interpersonal violence”** – an overarching term for all the harassment and abuse
- h. **“Hazing”** is any activity expected of athletes joining a sport team that humiliates or abuses them. These activities are considered hazing whether the athlete wants to participate or not. Examples of hazing activities include: Being thrown in water or mud. Eating disgusting things
- i. **“Misconduct”** means a breach of SSI’s Code of Conduct and/or relevant statutory guidance or legislation
- j. **“Peer-on-peer child abuse”** is a term used to describe children abusing other children. Peer-on-peer child abuse can include: bullying (including online bullying and bullying because of someone's race, religion, sexuality, disability or gender identity), abuse by a girlfriend, boyfriend or partner, physical abuse. Peer abuse may also happen between adult athletes and may be linked to bullying and hazing

- k. **“Safeguarding”** means both preventing harassment or abuse and responding to reported concerns to protect children or adults ‘at risk’ from actual or suspected significant harm

11. Definitions here will be reviewed and revised in line with the IOC Consensus on Interpersonal Violence in Sport later in 2024

Breach of SSI Safeguarding Policy

12. The following conduct constitutes a violation of the SSI Safeguarding Policy:

- a. Psychological and Emotional Abuse.
- b. Physical Abuse.
- c. Sexual Harassment.
- d. Sexual Abuse.
- e. Neglect.
- f. Bullying
- g. Complicity: assisting, encouraging, aiding, abetting, conspiring to engage in or concealing any violation of SSI’s Safeguarding Policy
- h. Failure to cooperate/obstruction:
 - i. Failing to cooperate with any investigation carried out by, or on behalf of SSI, in relation to a potential breach of the SSI Safeguarding 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 SSI as part of such investigation.
 - ii. Obstructing or delaying any investigation that may be carried out by, or on behalf of, SSI in relation to a possible violation of the SSI Safeguarding Policy, including without limitation concealing, tampering with or destroying any documentation or other information that may be relevant to the investigation.

- iii. Any adverse action taken by a Covered Individual against a person participating in any investigation or proceedings initiated by SSI pursuant to the SSI Safeguarding Policy including (without limitation) retaliation by a Covered Individual against a person for making an allegation, failure to report a concern or enabling concerns to go unreported or responded to, failure to provide support to someone reporting a concern, during an investigation, failing to provide information relevant to an allegation is a serious violation of the SSI Safeguarding Policy.

Education and advice

13. Information about educational materials and advice to assist Covered Individuals in complying with the SSI Safeguarding Policy are available on SSI's website www.safesportinternational.com
14. If any person requires general advice or support about harassment or abuse or has been personally affected by such issues and seeks support, SSI will direct such person to guidance available on the SSI website. www.safesportinternational.com/getting-help

Reporting

15. Any person may report any safeguarding, harassment or abuse concerns, or a complaint about how SSI has responded to any concerns, in the way that is most comfortable for the person submitting the report including (without limitation):
 - a. **online** by completing and submitting a Safeguarding Concern Report Form available at www.safesportinternational.com
 - b. **by email** to SSI's reporting email address: confidential@safesportinternational.com; or
 - c. **in-person** to SSI's Safeguarding Officer or to any other SSI personnel; or
 - d. **by post** at our registered address: 2, Communications Road, Greenham Business Park, Greenham, Newbury, Berkshire RG19 6AB

16. The contact details of the SSI Safeguarding Officer are set out on the SSI website www.safesportinternational.com and are also set out below:
 - a. Anne Tiivas – Safeguarding Officer and
 - b. Malia Arrington, Deputy Safeguarding Officer.
17. Whichever method of reporting is used, it will be received by someone who is trusted and trained in safeguarding and providing a trauma informed response.
18. SSI recognises that it can be difficult to report a safeguarding concern, allegation of harassment and abuse, or misconduct, and strives to remove as many barriers to reporting as possible. Anonymous reports may be made by any of the means set out above without the formality of completing a Safeguarding Concern Report Form or by using the Safeguarding Concern Report Form without including a name (noting that anonymous reporting may restrict or prevent the proper investigation of incidents).
19. Regardless of the method of reporting, it would be helpful to SSI to receive the following information:
 - a. name of the person reporting a concern.
 - b. type of safeguarding concern or breach of code of conduct alleged.
 - c. details of the concern (can be brief)
 - d. name(s) of the alleged victim(s) and any other affected persons
 - e. the name(s) of the individual(s) alleged to have committed the misconduct; and
 - f. the name(s) of any potential witnesses to the misconduct
 - g. details of any reports made to statutory agencies such as the police or social services
20. All reports received pursuant to this policy will be protected under SSI's Data Protection Policy and retained consistent with SSI's Records Retention and Storage Policy.

Confidentiality

21. To the extent permitted by law, and as appropriate, SSI will handle any report it receives confidentially and discretely and will not make public the names of the person reporting a

concern, potential victim(s), or accused person(s); however, SSI may disclose such names on a limited basis when conducting an investigation, or reporting to relevant authorities, or when required to do so under applicable law, or if the concerned person gives his/her prior consent.

22. If disclosure is necessary to protect someone from immediate serious harm or if a potential criminal act comes to the attention of SSI, SSI shall report the matter to the relevant authorities.

Investigation procedures

23. Following the receipt of an allegation of a breach of its Safeguarding Policy, SSI shall consider whether it is appropriate to notify other individuals and/or the parents (or legal guardians) of children with whom an accused individual may have had contact. As appropriate or required by law, SSI may notify relevant persons, i.e., staff members, contractors, volunteers, parents (or legal guardians), and/or athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that SSI is investigating. Advising others of an allegation may lead to additional reports of harassment or abuse and other misconduct.
24. The SSI Safeguarding Case Management Group (CMG) will co-ordinate the response to reported or identified concerns including investigating any Safeguarding issues which come under its jurisdiction, whether arising from a report in accordance with paragraph 15 above or otherwise subject to the oversight of SSI's Case Management Group.
25. The CMG will comply with the SSI Case Management Group Terms of Reference.
26. Where appropriate, SSI may instruct external experts to investigate any Safeguarding issues on its behalf.

Disciplinary procedure – SSI covered persons

27. Following an investigation the Safeguarding Case Management Group shall evaluate all the evidence and shall decide whether to charge a person with a breach of the SSI Safeguarding Policy and / or Code of Conduct.
28. Where a decision is taken by the Case Management Group to charge a person with a breach of the SSI Safeguarding Policy, the matter shall be referred to an independent panel appointed by Sport Resolutions UK under the auspices of its National Safeguarding Panel for determination.
29. The Case Management Group may impose provisional measures, including a provisional suspension from participating in any SSI activities, on the Covered Individual. Where a provisional measure is imposed, a Covered persons shall be entitled to apply to the panel appointed by Sport Resolutions UK for relief against such provisional measures, including the lifting of a provisional suspension. Where a provisional suspension is imposed it shall be taken into consideration in the determination of any sanction which may be ultimately imposed.
30. Where appropriate, the Case Management Group may wait until the final outcome of any related criminal or civil proceedings is known before deciding whether or not to refer a case to Sports Resolutions UK.
31. A panel appointed in accordance with relevant SSI Policies and Procedures shall have jurisdiction to make a determination on alleged breaches of the SSI Safeguarding Policy in the first instance (including in respect of provisional suspensions).
32. Measures and Sanctions. Any measures and sanctions will be proportionate to the breach. Sanctions may range from education to removal from SSI permanently. With poor practice, SSI will endeavour first to provide education and any expected changes in behaviour, if appropriate under the circumstances.
33. Appeals of decisions made under relevant SSI Policies and Procedures may be made to Sports Resolution UK only on the grounds that proper procedures were not followed.

Associated Policies, Procedures and Documentation

- Code of Conduct
- Safeguarding Policy
- Safeguarding Case Management Group Terms of Reference
- Privacy Notice
- Complaints Policy
- Safer Recruitment Policy

Procedure review

This procedure will be reviewed annually by the Trustee Board.

Owner: Anne Tiivas

Document control:

Date	Version	Nature of change(s)
13 March 2024	DRAFT V.2.1	Reviewed in line with SSI Policy update and incorporating external consultant feedback. Text amended in line with new Case Management Group Terms of Reference March 2024
13 June 2024	V2	Approved by Trustees

SSI Safeguarding Concern Report Form

Instructions: Please only complete the boxes you can provide information on.

Date and time of report: _____

Child or adult 'at risk' details:

- Name (First/Last): _____
- Age: _____
- Date of Birth: _____
- Gender Identity: _____
- Race/Ethnicity: _____
- Any disability or learning needs? _____

If your concern is about a child or children, the details of their parent/s/carers with legal parental responsibility: _____

Your relationship to the child or adult: _____

Your role if the concern is about an organisation you work or volunteer for:

Your details:

- Name: _____
- Address: _____
- Contact email: _____
- Telephone number/s: _____

Please tell us if we can contact you on any of these or if there is another way, e.g., via another person, that we can contact you:



Details of person/s reported to be the source of concern and their contact details. Details of the role in the organisation they are working or volunteering for:

Details of anyone else involved e.g., witnesses, bystanders, other alleged perpetrators:

Are you reporting your own concerns or those of someone else?

If the latter, please provide details: _____

Details of the concern:

Date/s and time/s of any incidents of concern:

Details of any other organisation you may have reported your concern to and any action which has already taken place:

Email this form to confidential@safesportinternational.com you may delete your email when you receive receipt from the SSI Safeguarding Lead.