



# **AFF SAFEGUARDING POLICY**

## **1. INTRODUCTION**

The ASEAN Football Federation (the “AFF”) is committed to creating a safe and protective sporting environment for all individuals involved in the sport of football within the AFF structure. .

The purpose of this policy is to outline what is safe sport and to offer guidance on how to provide a safe sporting environment for all concerned.

This policy also provides a Code of Conduct and Fair Play for Member Associations. This Code of Conduct provides general guidance on acceptable and unacceptable behaviour by players, coaches, officials, parents and supporters.

## **2. SCOPE OF THE POLICY**

This Safeguarding Policy (this “Policy”) applies to the following people: coaches / instructors; medical staff; managers; administrators and coordinators; volunteers; parents / guardians; peer / youth mentors; implementing partners; consultants / contractors / subcontractors. For the avoidance of any doubts, this Policy shall apply to all AFF General Secretariat staff and the elected members of the AFF Council as well.

It further applies to all AFF Member Associations and any other person affiliated with AFF not already mentioned hereinabove.

All AFF Member Associations must comply with this Policy and any other policies, code of conducts related to safeguarding in football and to take all steps required by AFF to ensure that everyone associated with the sport of football is protected from harassment, abuse and exploitation.

For the avoidance of any doubts, a AFF Member Association must not be in contravention of its own National policies relating to safeguarding and child protection. Further, the AFF Member Associations are expected to have their own safeguarding policies and procedures.

## **3. COMMITMENT**

### **3.1. The AFF and by extension its Member Associations have adopted this Policy and related procedures to:**

- 3.1.1. Protect all individuals, particularly Children and Adult(s) at risk including adult athletes, from any type of harm and/or Abuse while engaging with the AFF or any activities
- 3.1.2. Ensure that AFF Officials and the Officials of its Member Associations and others understand their responsibilities in relation to safeguarding.
- 3.1.3. Ensure that AFF, its Member Associations' Officials and others know how to respond appropriately when concerns are raised about Children or Adult(s) at risk or any other personnel.
- 3.1.4. The AFF will work in partnership with children, parents and carers, to promote the welfare, health and development of children.

#### **4. OBJECTIVES**

- 4.1. The objective of this policy is to encourage its own General Secretariat staff, Member Associations and the elected members of the AFF to:
  - 4.1.1. promote the health and welfare of all individuals involved in the sport of football by providing safe football-opportunities;
  - 4.1.2. respect and promote the rights, wishes and feelings of Children, women and Adult(s) at risk;
  - 4.1.3. promote and implement appropriate procedures to safeguard the well-being of individuals involved in the sport of football and protect them from harm;
  - 4.1.4. commit to recruiting, training, supporting and supervising staff, members and volunteers to adopt good practices to safeguard and protect all individuals involved in the sport of football from harm, and to reduce the risk of allegations or complaints against themselves;
  - 4.1.5. educate children, staff, members and volunteers to adopt and abide by this Policy;
  - 4.1.6. promote the collective responsibility within the AFF sporting fraternity for ensuring safe sport for all;

4.1.7. commit to responding to allegations of misconduct or harm to anyone in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant investigative, disciplinary and appeals procedures; and

4.1.8. regularly monitor and evaluate the implementation of this Policy and these procedures.

## 5. GOOD PRACTICE GUIDELINES

5.1. The following protocols provide guidance to those working with Children and Adult(s) at risk, by outlining good practice and establishing boundaries in a range of situations.

5.2. The intention of these protocols is to reduce the likelihood of harm to an individual, as well as minimising the risk of an allegation or complaint being made.

5.3. **For Children:** Apply a Child-centric approach where all Children are treated equally and with dignity.

- Activities should be appropriate for the age and development of the Children in your care.
- Ensure feedback to Children is about their performance and not of a personal nature.
- Use positive and age-appropriate language when talking to Children and in their presence.
- Maintain a professional relationship with Children and not build personal/ emotional bonds except that of trust with the Children.
- Request parental consent before transporting Children in a vehicle. Ensure that the vehicle is insured and appropriate registration.
- Do not drink alcohol in the presence of Children and do not offer alcohol to Children under any circumstances.
- Do not engage in communication with a Child, on a one-on-one basis, through social media, texting or email, other than for relevant coach/athlete feedback or administration.

i. Avoiding situations where you are alone with a Child:

- Avoid private or unobserved situations, including being alone with a Child in the changing rooms. Have another adult present or at least another player.
- Avoid entering changing rooms. If you must enter, knock and announce yourself and try to have at least one other adult with you.
- Avoid driving a Child unaccompanied. If this is unavoidable, have them sit in the back seat.
- Do not invite or encourage Children to your home.
- Always have another adult present when staying overnight anywhere with Children.
- Do not share a room with a Child that is not your son or daughter.

5.4. **For all Individuals:** Create a safe and open working environment that also reduces risk to staff and volunteers.

- Exercise common sense.
- Do not send Children, Women and Adult(s) at risk, off to train alone and out of sight or supervision.
- Ensure that all players use appropriate protective gear.
- Ensure that any physical contact with Children and Adult(s) at risk is relevant and appropriate to the activity.
- Seek permission to touch when doing the above.
- Do not engage in any intimate, over-familiar or sexual relationships with people under the age of 18 years.
- Ensure that any filming or photography of Children is appropriate and in accordance with this Policy.

- Explain the purpose and obtain consent from parents or caregivers prior to filming or photographing Children, Women and Adult(s) at risk.

Do not drink alcohol while you're at the workplace which includes club, stadium, transportation provided by the employer, AFF Secretariat and any other place construed to be a workplace as the business of the AFF is being carried out at such place.

- Do not allow parents, coaches, other children, spectators and/or any other individual involved in the sport of football, to engage in any type of Bullying behaviour (this includes cyber/text bullying).
- Do not Bully or place unnecessary pressure on any individual involved in the sport of football.

ii. Avoiding situations where you are alone with any individual including Adult(s) at risk:

- Avoid private or unobserved situations, including being alone with such individuals in the changing rooms.
- Avoid entering changing rooms. If you must enter, knock and announce yourself.
- Do not invite or encourage such individuals to your home. Always maintain a professional relationship.
- Travelling creates higher-risk environments. Take extra care to ensure players, volunteers and all other individuals involved in the sport of football are not exposed to undue risk.

## 6. SAFEGUARDING OFFICER

- 6.1. The AFF believes that safeguarding is the responsibility of everyone involved in the sport of football and in this endeavour it shall appoint a Safeguarding Officer who shall act as the focal point of all matters relating to Safeguarding for the AFF.
- 6.2. The role of the Safeguarding Officer shall include training team members, including AFF staff, elected members, parents, coaches, team managers, volunteers etc., to recognise behaviours, actions and patterns which may result in Abuse or the violation of this Policy.

- 6.3. Such Safeguarding Officer shall have decision making powers to the extent that any decision, especially those of urgent nature are not stalled due to internal processes.
- 6.4. The Safeguarding Officer may train Safeguarding Leads to be his/her on-ground assistant for direct contact by anyone during matches, events, training and/or tours. Such Safeguarding Leads may be team managers, assistant coaches and such other members of the team as deemed fit by the Safeguarding Officer and shall report to the Safeguarding Officer for the said purpose.
- 6.5. The AFF Safeguarding Officer shall also provide trainings and educative seminars to the AFF Member Associations for building a safeguarding structure within each of the Member Associations.
- 6.6. It shall be the responsibility of each Member Association to have a safeguarding officer within their own structure who shall be suitably experienced.
- 6.7. A sample of a Safeguarding Officer's Role Description can be found in [Appendix 2](#) of this Policy.

## 7. RESPONDING AND REPORTING TO CONCERNS

- 7.1. If any of the following occur, you should report this immediately to the Safeguarding Officer.
  - 7.1.1. If you accidentally hurt a player;
  - 7.1.2. If he/she seems distressed in any manner;
  - 7.1.3. If a player appears to be sexually aroused by your actions; or
  - 7.1.4. If a player misunderstands or misinterprets something you have done.
  - 7.1.5. If you see that someone is trying to inappropriately contact a player and/or any other individual involved in the sport of football including Adult(s) at risk.

- 7.1.6. If an individual discloses to them that they have been Abused or they believe that Abuse of some kind might occur or that someone else has been Abused.
- 7.2. A flowchart of how to respond to and report concerns can be found in Annexure A of this Policy.
- 7.3. Any safeguarding concerns, including concerns about the conduct of a member of staff, elected members, volunteers, parents, contractors should be reported in the form attached as Annexure B to this Policy and sent to [safeguarding@aseanfootball.org](mailto:safeguarding@aseanfootball.org). In the case of immediate/ urgent assistance, contact the AFF General Secretary at +65 9615 7725.
- 7.4. It is the duty of each individual involved in the sport of football to present to the AFF, any information where there is reason to believe that someone involved with or connected to the AFF and/or football has harmed and/or presents a risk of harm to the individuals involved in the sport of football including Adult(s) at risk.
- 7.5. The AFF will support fully those who wish to make a report and ensure that the report including any identifying characters of the reported shall remain confidential.
- 7.6. This Policy helps the AFF and its Member Associations to deal with the following situations:
  - 7.6.1. What happens when an individual discloses that harm has occurred and what is the appropriate way to respond?
    - First and foremost, the receiver of the information must stay calm.
    - They must reassure the Alleged Victim and listen.
    - They should not badger the Alleged Victims with questions.
    - They should inform the Alleged Victim that it is their duty to record and report the information in accordance with this Policy.
    - Should they believe that the Alleged Victim is unsafe or at risk of immediate danger/ Abuse, they must take immediate action.
  - 7.6.2. When should reported or suspected concerns be brought to the attention of the Safeguarding Officer?

- Immediately, one should not waste any time in informing the Safeguarding officer of any information received by them regarding any safeguarding concerns. It is NOT their responsibility to investigate the matter. Any such investigations may be detrimental.

7.6.3. What happens when your policy is breached, or good-practice guidelines are not followed?

- The sporting environment becomes unsafe not only for the players but also for the staff and all others involved in the sport of football.
- The sporting environment becomes a breeding ground for misconduct and groomers.

7.6.4. What investigative process should be followed when an allegation or complaint is made, or harm has occurred?

- See Article 7.8 of this Policy

7.6.5. Where harm, in the form of physical or sexual abuse, is suspected or reported, what process is set to help deal with this?

- See Article 7.9 of this Policy

**NOTE:** *Member Association's Safeguarding Policy should include a list of local and national authorities/agencies and contact details for the provision of support in the event that there is a safeguarding concern to be raised.*

## 7.7. What is Misconduct?

7.7.1. Misconduct occurs when the Code of Conduct of the organisation is breached. Serious misconduct occurs when there are serious or repeated breaches of the Code of Conduct.

7.7.2. When dealing with misconduct there is an escalating scale of options that could be employed. These range from bringing the breach to the attention of the person involved and agreeing ways to avoid this happening again through to formal disciplinary action and ultimately dismissal, or involvement of the Police and/or Child, Youth and Family Authorities.

## 7.8. Addressing Concerns Over Poor Practice, Allegations and Complaints

- 7.8.1. Where concerns about poor practice or breaches of Codes of Conduct are identified or reported, proactive action should be taken to reduce the risk of harm.
- 7.8.2. Poor practice involves actions that are contrary to the good-practice guidelines provided by the AFF and/or the relevant Member Association and increases the risk of harm within the sporting environment.
- 7.8.3. If a complaint or allegation of harm is made, then the investigative process to be followed is outlined below.
- 7.8.4. A process of addressing concerns and complaints is as follows:
  - 7.8.4.1. Initial concerns should be discussed with Member Association's Safeguarding Officer, or nominated person, to determine if a breach or potential breach has occurred.
  - 7.8.4.2. Safeguarding Officer to address person involved to remind them of the good practice guidelines and Code of Conduct.
  - 7.8.4.3. Safeguarding Officer to formally talk to the person concerned about specific breaches of the Code of Conduct.
  - 7.8.4.4. Where there is an ongoing and legitimate concern, or a complaint has been received and investigated by the Safeguarding Officer, then this should be raised by the Safeguarding Officer with the relevant authority to consider appropriate disciplinary action (refer to Article 13, Potential Disciplinary Outcomes).
  - 7.8.4.5. Serious allegations may require immediate formal action.

***Note: In order to ensure that immediate formal action is taken and that there are no procedural delays in the processes to be followed by the Safeguarding Officer, the Member Associations must ensure that the Safeguarding Officer has appropriate decision-making powers within the organisation.***

*Such powers may include reaching out to the Police and/or other National Authorities in case of a safeguarding concern, requesting the indulgence of the Disciplinary and Ethics Committee through the Secretary of such committee etc.*

## **7.9. Responding to Suspected Harm in the Nature of Physical or Sexual Abuse**

- 7.9.1. Alleged physical or sexual abuse is very serious and requires an immediate response. In responding to suspected physical or sexual abuse there are a few key principles that should be applied immediately:
  - 7.9.1.1. Ensure the individual is safe from immediate harm. The welfare and interests of the individual is the first thing to be considered.
  - 7.9.1.2. Immediately notify the Safeguarding Officer/ nominated person-in-charge or the Safeguarding Leads.
  - 7.9.1.3. Local Authorities/Agencies should be notified if you are worried about suspected physical or sexual abuse or, if you think the Alleged Victim is at immediate risk, notify the Police.
  - 7.9.1.4. Suspected and actual incidences of reported harm should be recorded accurately and appropriately, as soon as possible. Such records should be factual (not opinion or hearsay), concise, and include:
    - the nature of the allegation;
    - who noticed/disclosed the harm and their relationship to the Alleged Victim;
    - details of any witnesses;
    - signs and symptoms noted (including behavioural change); and
    - any incidents with dates, times and places (if possible).

- 7.9.2. A more detailed process in relation to suspected or reported physical or sexual abuse is provided in Annexure A.
- 7.9.3. A sample process in relation to responding to safeguarding concerns and aspects to be taken into consideration is provided in Appendix 3.

#### 7.10. Other Considerations

- 7.10.1. A range of other factors may be relevant when managing a potential-harm situation.
  - **Managing sensitivities, conflicts and stress** - These can arise within Member Association and between members, families and officials.
  - **Managing the rights of alleged offenders** - People who have allegedly acted improperly also have rights, privacy for example. They also have a reputation and families of their own, so it is important to carefully investigate any complaints and follow a robust and fair process.
  - **Managing media interest** - This is particularly important because you are dealing with the reputations of people within your sport and your sport itself. As such this needs to be carefully managed.

#### 7.11. Allegations or Complaints that are Frivolous or Malicious

- 7.11.1. There may be some instances where an allegation or complaint is made that, after investigation, is found to be frivolous or malicious. Should this occur, it may be necessary to act against the person(s) who made the complaint.
- 7.11.2. Your policy should set out how you will manage this situation. For example, what penalties will be imposed by your Association/Federation? Any penalties must be appropriate to the level of harm caused and the extent of the breach of the good-practice guidelines.
- 7.11.3. Before any penalty is incurred, you must consider any contractual/employment rules and requirements. You should also

allow an opportunity for the person to be heard in response to any allegations made.

## 8. PHOTOGRAPHY AND VIDEO IMAGERY – CONTEXTUAL CONSIDERATIONS

- 8.1. Certain miscreants and/or abusers have in the past used sporting events as an opportunity to take inappropriate photographs or film footage of women, young and disabled athletes in vulnerable positions.
- 8.2. It is the duty of all those involved in the running of such sporting events to ensure the safety of the athletes therein. Member Associations should be vigilant of such miscreants and take strict action against them.

### 8.3. Contextual Considerations:

8.3.1. Videoing as a coaching aid: there is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, players and their parents/carers should be made aware that this is part of the coaching programme and give their permission, and such films should be stored safely.

8.3.2. Videoing/photographing as part of broadcasting: there is no intention to prevent the broadcast of matches and/or related events for any purpose. However, it must be made amply clear to the broadcasters to ensure the angles, zooming and such other technologies are not used in a way to sexualise or portray an athlete in an inappropriate way.

## 9. SAFER RECRUITMENT

- 9.1. The AFF and all its Member Associations hold a duty of care towards all individuals involved in the sport of football within their structures, In this regard, the AFF and its Member Associations are required to ensure that only suitable staff and volunteers are working with Children and Adult(s) at risk.
- 9.2. This means developing a simple but robust recruitment process that involves some form of screening, including police vetting.

### 9.3. Recruitment Process:

9.3.1. Creating role descriptions

Simple role descriptions make it easy to find the right type of staff and volunteers. The role description should outline the purpose of the role, what is involved, and the desired skills and experience. This also helps recruitment by providing a clear role scope and dispelling any insecurities volunteers might have about not having the skills or concerns they will end up over-committed.

### 9.3.2. Interviewing candidates

Short interviews with staff or volunteers help communicate clear expectations about the role and the type of person the candidate is likely to be. It is a chance to share information, ask and answer questions, and emphasise this Safeguarding Policy.

The interviewer must, especially in case of a job providing access to Children, ensure that the candidate has no previous allegations or uncharacteristic removals from previous posts.

### 9.3.3. Follow up with the candidate's referees.

Candidates should provide contact details of at least one referral who can be contacted to discuss their suitability for the role. This is particularly important for roles that potentially carry a higher risk.

### 9.3.4. Screening applicants – Police Vetting

Police vetting is part of the screening process, but this should not constitute a Member Association's complete response to ensuring a safe environment.

Police vetting will provide Member Association with a judgement by Police about a person's suitability to work with children, women and/or Adult(s) at risk based on the information it holds – this should be considered a 'red flag' rather than a detailed information.

### 9.3.5. Training

In addition to the above preselection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not causing anyone any harm;

- Recognise their responsibilities and report any concerns about suspected poor practice or possible Abuse; and
- Respond to concerns expressed to them, in accordance with this Policy.

## 10. MEMBER ASSOCIATION'S ROLES AND RESPONSIBILITIES

10.1. Member Associations should appoint a Safeguarding Officer who has relevant experience in the subject.

10.2. The Safeguarding Officer shall be your champion for ensuring a safe footballing environment and can lead the implementation of your safeguarding policy.

10.3. Their main responsibilities would include:

10.3.1. ensuring that safeguarding procedures are understood and adhered to by all;

10.3.2. organising promotional activities and training, and raising awareness within the Member Association;

10.3.3. training team managers to recognise behaviours and patterns that may be deemed as Abuse and/or inappropriate;

10.3.4. establishing and maintaining the complaints procedure;

10.3.5. reporting as appropriate;

10.3.6. acting as the main contact and support for safeguarding matters;

10.3.7. keeping up to date with developments in safeguarding related legislation;

10.3.8. liaising with local women and child-protection and other safeguarding agencies as required;

10.3.9. maintaining confidential records of reported cases and any action taken; and

10.3.10. regularly monitoring and reviewing existing policies and procedures.

10.4. Member Association shall require:

- 10.4.1. Coaching staff to attend a recognised good practice and safeguarding training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and safeguarding;
- 10.4.2. Non-coaching staff and volunteers to complete a recognised awareness training on child protection as well as safeguarding;
- 10.4.3. All personnel must know the responding and reporting mechanisms used by the Member Association;
- 10.4.4. Relevant personnel to gain a national first aid training (where necessary); and
- 10.4.5. Attend update training when necessary.

## **11. MEMBER ASSOCIATION'S CODE OF CONDUCT**

11.1. Member Association should have a documented Code of Conduct to provide guidance on acceptable and unacceptable behaviour by players, coaches, officials, parents and supporters.

## **12. EDUCATION AND TRAINING OF STAFF AND VOLUNTEERS**

12.1. In addition to safe recruitment, the safeguarding process should include subsequent monitoring and training of staff and volunteers in order to:

- 12.1.1. ensure that staff and volunteers are working safely and effectively;
- 12.1.2. identify and respond to any unacceptable behaviour or practices of staff and volunteers;
- 12.1.3. enable staff and volunteers to analyse their own behaviour and practices, and compare them against the Code of Conduct and Good Practice Guidelines – this helps minimise the risk of allegations or complaints against that person; and
- 12.1.4. respond in a positive way to concerns raised about staff or volunteers i.e. via training to improve practices.

12.2. It is mandatory for the Safeguarding Officer to include a training and awareness session at regular intervals especially for new hires. Such sessions shall ensure that everyone is made aware of the safeguarding policy and the Code of Conduct.

12.3. The Safeguarding Officer may also train and educate individuals who shall act as Safeguarding Leads who shall be the on-ground and immediate point of contact during matches, trainings, events and/or tours.

12.4. The Safeguarding Leads shall report to the Safeguarding Officer.

### **13. POTENTIAL DISCIPLINARY OUTCOMES**

13.1. This section sets out the possible outcomes of an investigative process.

13.2. Outcomes may include:

- 13.2.1. a satisfactory mediated outcome;
- 13.2.2. disciplinary action imposed for a breach of this policy;
- 13.2.3. no action taken due to a finding of ‘no breach of the policy’ or insufficient evidence;
- 13.2.4. action against the complainant (or other person) due to a finding of frivolous, vexatious or malicious allegation; or
- 13.2.5. referral to another agency.

13.3. Actions or penalties that could potentially result from a breach of this Policy include:

- 13.3.1. verbal warnings;
- 13.3.2. written warnings;
- 13.3.3. suspension of a person from a role they hold with the Member Association;
- 13.3.4. banning of a person from activities held by or sanctioned by the Member Association;

13.3.5. a direction to complete a reasonable task i.e. letter of apology or corrective action; or

13.3.6. refer the matter to an appropriate authority i.e. Child, Youth and Family or Police.

## **14. APPROVAL AND CHANGES**

It is the sole discretion of the AFF to make changes to this Policy. All changes to this Policy must be recommended by AFF Secretariat and approved by the AFF Council and communicated to all Member Associations.

## **15. REVIEW**

As the well-being and the safety of all involved in the sport of football remains our priority, this Policy will be reviewed on a regular basis for its effectiveness. Any changes will be communicated as an updated Policy reflected on the AFF website.

## **16. NON-COMPLIANCE**

Non-compliance with this Policy **SHALL** constitute a breach of your obligations as Administrators, Officials, Coaches, Staff or Volunteers. Those who fail to comply with this Policy shall face disciplinary action and, in serious cases, termination of their services.

## **17. ENFORCEMENT**

This updated Policy was ratified by the AFF Council on 22 July 2025 and entered into force with immediate effect. They supersede and replace all prior versions of the Policy.

## Appendix 1

### DEFINITIONS

**Abuse:** shall mean any intentional, unwelcome and unwanted act including psychological abuse (e.g., bullying, vilification, belittling, rejection, neglect, isolation, verbal assault, humiliation, intimidation or any other behaviour which may diminish an individual's sense of identity, dignity or self-worth), physical abuse (e.g., kicking, beating, biting or such other behaviour which causes injury or physical harm including systemic doping practices, forced training and/or activities unsuitable for the age or physique of the individual), sexual abuse and sexual harassment i.e., any conduct of a sexual nature either penetrative or non-penetrative where consent is not given or cannot be given or is manipulated or coerced (e.g., physical contact and/or advances, demands or requests for sexual favours, making sexually coloured remarks, circulating obscene content by email, SMS, WhatsApp, MMS or any other social media platforms, showing pornography or any other unwelcome physical, verbal, non-verbal conduct of a sexual nature). The terms "Abused", "Abusing" shall be construed accordingly.

**Adult(s) at risk:** shall mean any person(s), including athletes aged 18 years or over who is or may be unable to take care of themselves or unable to protect themselves against harm or serious exploitation, whether due to another having a position of trust over them, or due to physical or mental health or impairment, age, illness, circumstances (e.g., those encountering domestic violence, substance abusers and asylum seekers) or otherwise.

**Alleged Victim:** shall mean any individual who is thought to have been Abused as described under this Policy.

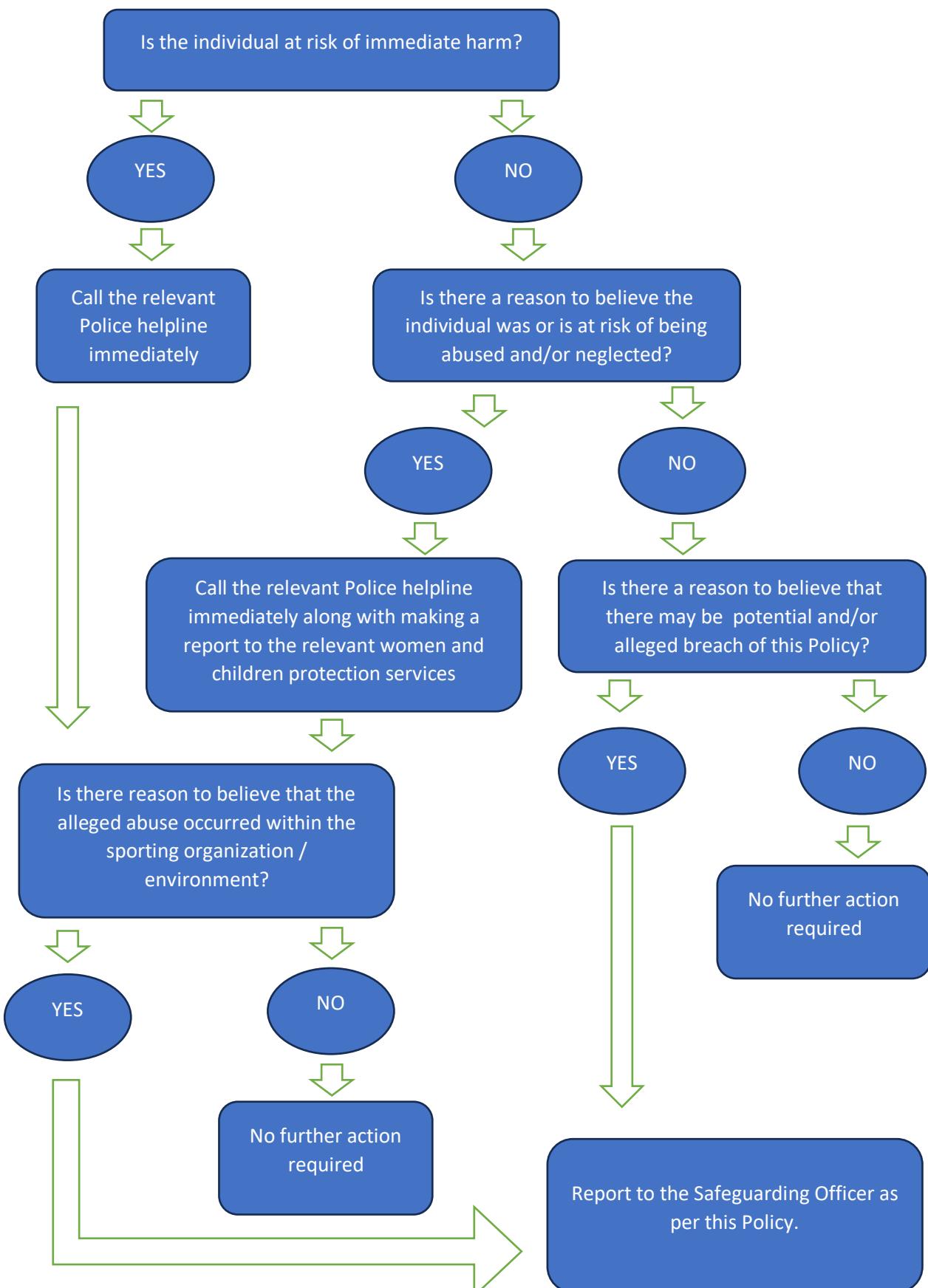
**Bullying:** shall mean any unwanted, unwelcomed, repetitive, and intentional aggressive physical and/or verbal behaviour that results in or is a result of real or perceived power imbalance. This shall include threatening, spreading rumours (whether founded or not), belittling and deliberately excluding someone. The term "Bully" shall be construed accordingly.

**Child:** shall mean any individual under the age of 18 years regardless of their gender. The term "Children" shall be construed accordingly.

**Safeguarding:** the action taken to ensure that all children are safe from harm when involved in football. It means proactively doing everything possible to minimise risk and prevent abuse of children.

## Annexure A

### How to respond and report a breach of this Policy



## Annexure B

### **STRICTLY CONFIDENTIAL** **REPORTING SAFEGUARDING CONCERNS**

Please fill out as many sections as possible in as much detail as you can. Carefully record the details and pass on this information to the Safeguarding Officer.

**Do not keep a copy for yourself as it may hamper the confidentiality and investigation of the matter.**

**REMEMBER** – your role is **not to** investigate, but to record accurately all information you receive or signs and symptoms you observe.

Your name:	Your position:
Alleged Victim's name:	Alleged Victim's age:
Alleged Victim's address (if known):   	
Name of parents/guardians/family members/care givers and address of the Alleged Victim's (if known):     	

Are you reporting a direct disclosure, your own concerns or concerns raised by someone else?

Direct disclosure from the Alleged Victim  
 Reporting my own concerns  
 Reporting concerns raised by someone else  
If reporting concerns raised by someone else, please provide:  
a) his/her name:  
b) position:  
c) telephone number and email:

Details of concern/suspicion/incident. Please describe.

Time:	Date(s):
Place or location:	
Name of member of staff/volunteer/ parents/ elected members involved in incident (if any):	
Behaviour or physical signs observed:	
Any other details:	
Details of any conversation with the Alleged Victim:	

Has the incident been reported to any external authorities or agencies?

Yes

No

If yes, please state name of authority/agency:

Name of Authority/ Agency:

Contact person:

Telephone number(s):

Email address (if available):

Agreed action or advice given:

## **Appendix 2**

### **SAMPLE OF SAFEGUARDING OFFICER'S ROLE DESCRIPTION**

Member Associations should appoint an experienced Safeguarding Officer, or at least one person within the MA to act as a safeguarding focal point until a dedicated person can be appointed.

The key objectives of this role should be:

- To act as the focal point and lead for all safeguarding matters.
- To ensure safeguarding training is implemented, to promote safe practices and minimise risks of abuse in football.
- To map out and establish partnerships with local authorities/agencies and civil society organisations with expertise in this area.
- To manage referrals to statutory authorities/agencies and local organisations if incidents or concerns of abuse arise. The Safeguarding Officer should keep an updated list of names and contacts of local authorities/agencies and partner organisations and be readily available at all times.

Duties and responsibilities of the Safeguarding Officer:

- Playing a lead role in developing the association's approach to safeguarding in football.
- Identifying and establishing partnerships with local authorities/agencies and civil society organisations/NGOs with expertise in this area.
- Carrying out risk assessments when required and on an ongoing and regular basis, to ensure that football programmes, practices or activities (e.g. training and matchday procedures) consider safeguarding measures.
- Ensuring risk assessments are undertaken by other staff and volunteers (and not only by the lead officer), to ensure that practitioners are also proactive in assessing risks and in revising and adopting further safeguarding measures that may be needed.
- Ensuring that staff, volunteers and all stakeholders are familiar with the MA's safeguarding policy, code of conduct and safeguarding measures.

A DEDICTAED SAFEGUARDING OFFICER SHALL BE RESPONSIBLE FOR INVESTIGATING CONCERNS / ALLEGATIONS AND DECIDING WHETHER ABUSE HAS TAKEN PLACE.

THE SAFEGUARDING OFFICER HOWEVER SHALL NOT HAVE THE AUTHORITY TO TAKE ANY DISCIPLINARY ACTIONS AGAINST THE PERPETRATOR. THE SAFEGUARDING OFFICER SHALL REPORT THE CONCERNS TO THE RELEVANT AUTHORITY, INCLUDING THE DISCIPLINARY AND ETHICS COMMITTEE WHICH SHALL TAKE THE NECESSARY ACTION.

TO THIS EXTENT, THE SAFEGUARDING OFFICER MAY RECOMMEND SANCTIONS TO THE RELEVANT AUTHORITY. IT SHALL ALSO BE THE DUTY OF THE SAFEGUARDING OFFICER TO INFORM THE LOCAL AUTHORITIES/ POLICE, SHOULD THE SAME BE DEEMED NECESSARY.

## Appendix 3

### Sample Process for Responding to Suspected or Disclosed Harm

SITUATION	ACTION	CONSIDERATIONS
Harm suspected, witnessed, reported or disclosed	<p>Ensure the Alleged Victim is safe from immediate harm.</p> <p><b>LISTEN</b> to the Alleged Victim and reassure them.</p> <p><b>RECORD</b> accurately and appropriately any information received/observed.</p> <p><b>CONSULT</b> immediately with your Safeguarding Officer.</p> <p><b>REPORT</b> your concern to Local Authorities / Agency.</p>	<p>Do not formally interview the Alleged Victim or make any judgement or commitments you cannot keep.</p> <p>Confidentiality is important. Avoid questioning the Alleged Victim beyond what they have already disclosed.</p> <p>Record facts concisely including:</p> <ul style="list-style-type: none"> <li>• Type of harm</li> <li>• Signs and symptoms noted</li> <li>• Any particular incidents with dates, times and place</li> <li>• Any action taken.</li> </ul>
If alleged harm is by staff member or volunteer	<p>Follow the advice of the Safeguarding Officer and/or the Local Authorities / Agency.</p> <p>Ensure there is no contact between the staff member or volunteer and the Alleged Victim.</p>	<p>A staff member or volunteer must be informed of any allegations against them.</p> <p>Be guided by the Safeguarding Officer and/or the Local Authorities on this as each situation will be judged on its merits.</p> <p>Where there is a criminal offence, the local authorities may want to notify the person.</p> <p>Member Association may decide to stand the employee or volunteer down while the matter is being investigated.</p>
If alleged harm is by non-staff member	<p>Follow the advice of the Safeguarding Officer and/or the Local Authorities / Agency.</p> <p>Ensure the Alleged Victim is in a safe place.</p>	<p>The Safeguarding Officer shall decide who will inform the parents and provide support to the family.</p> <p>It is the duty of the Safeguarding Officer to seek help from trained personnel in order to manage this process effectively.</p>
Investigation by the Local Authorities		<p>Note that there is a difference between a criminal investigation and an employment matter and that these must be kept separate.</p>
Member Association's debrief		<p>Debrief will include decisions about the person's future role in Member Association and a review of how the situation was managed and what changes to policy of safeguards need to be made.</p>