FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE

Key stages in reviewing and implementing a safeguarding policy

DEVELOPING YOUR POLICY

The following are the suggested steps you should follow when seeking to introduce a policy. The IOC Safeguarding Athletes from Harassment and Abuse in Sport Toolkit provides more detailed guidance and will also help you in implementing protective measures such as safe recruitment practices and training.

You may decide to introduce your policy first and then develop and introduce your procedures as your second step. This approach may suit smaller organisations that need to work with their NOC or those with no existing disciplinary procedures in place

Step 1: Establishing ownership

Identify a senior person within the organisation to champion the policy. This person should be able to present the policy to your Board/Executive committee and/or senior management for approval. It is vital that there is full commitment from senior members of your NF.

Step 2: Reviewing existing policies and context

It is essential that your policy reflects your national and organisational context.

Before using the template, you should review:

– Existing policy in place for safeguarding and applicable legislation and government guidance.

– Any current policy or framework that regulates the conduct of any of the covered parties e.g. code of discipline, code of ethics, code of conduct etc.

– Existing relationships with other organisations that are responsible for regulating the conduct of covered parties.

You should identify any relevant external organisations and consider the role that may have in supporting or delivering any aspects of your policy and procedure.

Step 3: Preparation of an initial draft for review

Using the template and explanatory notes, prepare a draft policy and procedure (if you are doing both parts at the same time) that reflect your national and organisational context.

Step 4: Consultation

Carry out consultation with key stakeholders including partner agencies e.g. NOC and any relevant organisations or authorities with safeguarding responsibilities.

It is strongly recommended that athletes are involved in the development of safeguarding policy and procedure. This is particularly important in terms of ensuring the arrangements for reporting harassment and abuse meet the needs of athletes. You should also consider consulting with children, parents/ carers and staff.

Step 5: Revise and approve policy

Revise your draft taking account of the views and suggestions from key stakeholders

Step 6: Amend any other relevant policy to align with this policy

If you do not currently have a position statement on the rejection of harassment or abuse, you should look at adding this to your Statutes/Articles/Rules as it will give greater weight to your policy.

Step 7: Obtain final approval from the Executive Committee or Board

Present the final version to the Group that will approve the policy.

Step 8: Raise awareness of your policy

Consider holding an official launch or developing some publicity material, particularly if this is a new policy area.

Step 9: Implementation

If you have not already developed your procedure for responding to safeguarding concerns, the first thing to do is to complete steps 1 – 8 for your procedures.

Once you have your procedures in place, you should make sure that you pull together a list of the key local contacts you will need to report concerns e.g. telephone numbers for public authorities e.g. police child protection unit, children's social care services etc.

Although the International Standards for Safeguarding Children in Sport relate to children, many of the arrangements would apply to the safeguarding and protection of all groups.

These standards have been translated into 10 other languages so may provide a very useful additional resource that will support you to implement other safeguarding arrangements including:

- – Guidelines for behaviour (codes of conduct)
- – Recruitment, training and communication
- – Minimising risks
- – Monitoring and evaluating

The FIG and has a range of additional resources that will support you.