Fact sheet: Safeguarding Policy Basics for sports clubs

vera* Vertrauensstelle gegen Belästigung und Gewalt
Kompetenzbereich Sport

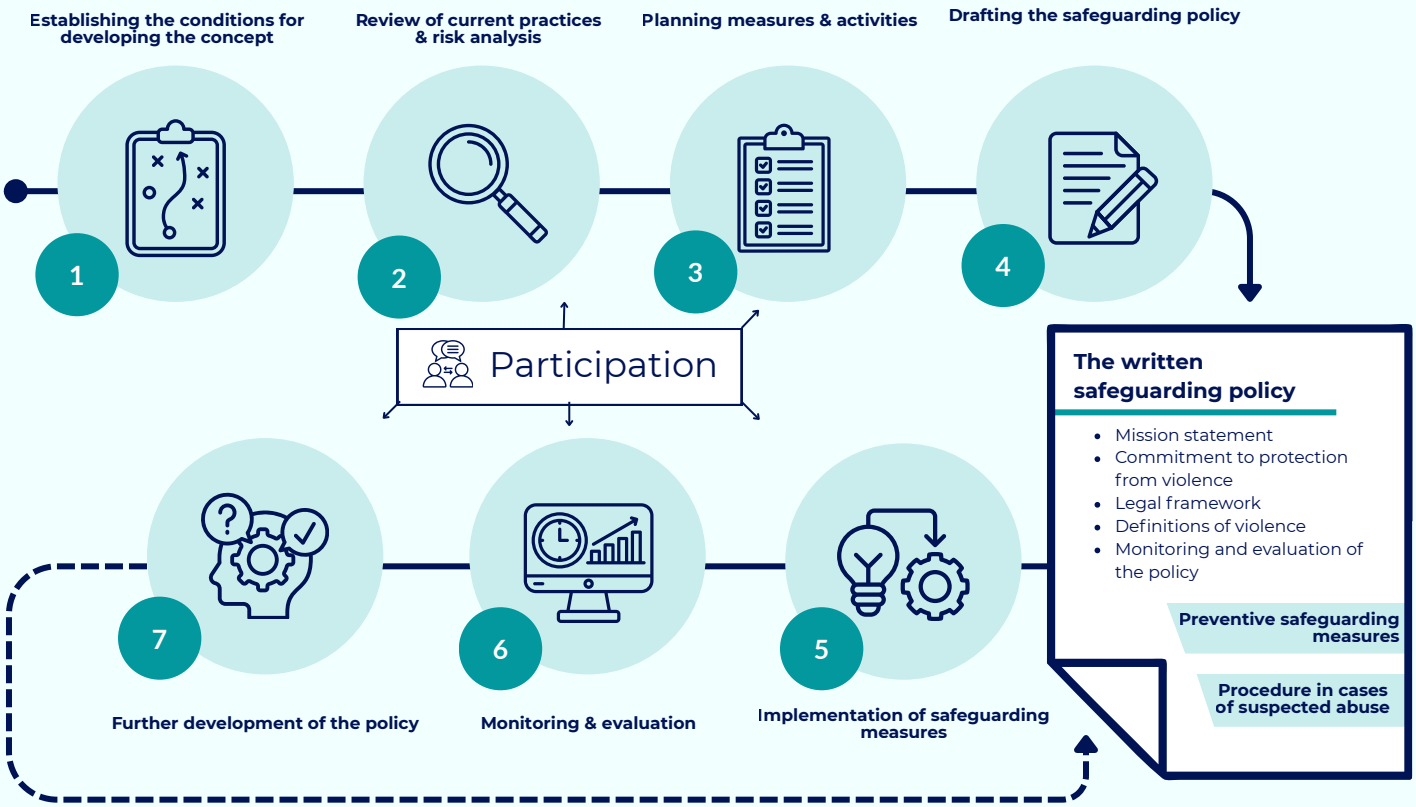
What is a (child) safeguarding policy?

- An organizational development process
- A document that defines processes and structures
- Part of an organization's quality standards

What does implementing (child) safeguarding concepts achieve?

- Risks of violence against people in sport are minimized
- The organization's own staff are protected
- The organization is protected

The process



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1 Establishing the conditions for developing the concept

- Decision by the leadership
- Form a team or appoint a person to coordinate and organize the process

2. Review of current practices & risk analysis

- A comprehensive risk analysis has been conducted using specific methods and recorded in a document, table, etc. https://www.schutzkonzepte.at/tutorial-risikoanalyse/

3 Planning measures and activities

Measures in the following areas are recommended:
Staff selection and development
Code of conduct/guidelines for ethics and behavior
Complaints management
Complaints management (System and structure for handling concerns/intervention plan)
Trusted contact/safeguarding officer
Advice and support services
Monitoring and evaluation
Further measures arising from the risk analysis, e.g. rules for spectator stands, communication (including digital communication), etc.

4 Writing the (child) safeguarding policy

Recommended components of the written policy are:

1. Mission statement
2. Commitment to violence prevention
3. Legal framework
4. Definitions of violence
5. Monitoring and evaluation of the concept
6. Documentation and further development
7. Preventive safeguarding measures
   - Results of the risk analysis
   - Staff selection and development
   - Code of conduct
   - Complaints management
   - Procedure in cases of suspected abuse/intervention plan

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Guiding principle: Participation at different stages by different groups (athletes, coaches, parents/guardians, etc.)

Implementation of safeguarding measures

- Children, athletes, coaches, parents/guardians, etc. have been informed about the key content
- Putting the measures into practice, e.g. building a culture of feedback, establishing group rules, etc

5

Monitoring & evaluation

6

- Decide who evaluates what, when, and how
- Annual review using checklists or discussions
- Preferably every year—does the concept still work, or does it need adapting?
- Review the safeguarding concept every 3 years (recommended)

Further development of the policy

Ongoing...

7

A prevention and safeguarding policy is something put into practice, not just a written document!