

## Roles and responsibilities

The two key safeguarding roles at a major sporting event are those of the safeguarding manager and safeguarding focal point/s. The safeguarding manager, or sporting body/games organising committee in consultation with the safeguarding manager, should select the safeguarding focal point/s. Once selected, they support the safeguarding manager to deliver safeguarding at the major event.

In addition, individual playing teams or country teams may appoint their own safeguarding focal point/s to support team members. The team based safeguarding focal point/s should work closely with the event safeguarding manager to ensure a coordinated and consistent safeguarding approach.

### Minimum standards for a safeguarding manager

The person in this position should be appointed in advance, during the planning phase of the major sporting event, so as to ensure safeguarding is included from the outset. Candidates should have demonstrated experience in safeguarding, child protection, gender-based violence prevention, and the ability to manage sensitive disclosures. They should have a strong understanding of gender, children's rights and human rights. Apart from this they should be aware of local laws and have some experience in major sporting events.

The safeguarding manager should have clear authority to triage, act and make safeguarding decisions and report directly to the organising committee chair and/or sporting body director.

The safeguarding manager's responsibilities include:

- develop and implement the safeguarding strategy and operational plan
- provide leadership and safeguarding oversight at the major sporting event
- conduct safeguarding awareness and risk assessment for the major sporting event
- collaborate with the organising committee to establish reporting procedures and systems, including identifying support systems
- provide safeguarding briefings to event workforce and volunteers
- liaise and advise the sporting body/organising committee leads
- manage and/or support case management
- draft a report at conclusion of the event.

The safeguarding manager should not have a reputation, or any concerns around them for bullying, sexual harassment or aggression towards colleagues or peers. They should be confident and approachable and have good communication skills when interacting with both adults and children.

They should also have a demonstrated ability to:

- keep calm when a concern is raised, especially if a child or adult needs assistance
- empathise with children and young people and ensure that their needs and interests remain the focus of all actions and decisions
- work with others to ensure safeguarding and related policies are implemented effectively
- deliver training and presentations
- keep records and write reports.

### Minimum standards for a safeguarding focal point

The safeguarding focal point should have participated in at least two safeguarding training workshops and completed at least one certification.

Some examples of safeguarding training are the OIN regional safeguarding in sport workshops, as well as the safeguarding workshops of Team Up, the National Olympic Committees, International Sports Federation and others delivered by internationally or nationally recognised safeguarding authorities. Participation in these training workshops should ensure participants are competent to explain what safeguarding is, types of safeguarding issues, principles of safeguarding, and reporting protocols and procedures.

The certification can be done in person or online. The following are some recommended online certifications:

Safeguarding Essentials:

<https://www.open.edu/openlearncreate/course/view.php?id=9254>

International Olympic Committee Certificate Program in Safeguarding Officer in Sport:

<https://www.sportsoracle.com/course/ioc-certificate-safeguarding-officer-in-sport/>

International Federation of Association Football (FIFA) Guardians Safeguarding in Sports:

<https://safeguardinginfootball.fifa.com/>

Safe Sport International:

<https://www.safesportinternational.com/online-courses/>

Responsibilities of the major sporting event safeguarding focal point(s) include, but are not limited to:

- participate in workforce and volunteer briefings
- support the delivery of safeguarding awareness
- support team arrival briefing sessions
- conduct awareness and visibility activities during game time, raising the profile of safeguarding

- identify safeguarding concerns and support documentation (and related processes) associated with safeguarding reports and incidents
- promote safe spaces and other safeguarding and child protection activations
- other tasks as identified by the safeguarding manager.

Responsibilities of the team-based safeguarding focal point(s) include, but are not limited to:

- conduct safeguarding awareness among the athletes and officials
- identify safeguarding concerns and support documentation (and related processes) associated with safeguarding reports and incidents
- work in close collaboration with the event's safeguarding manager and focal point(s)
- observe and identify poor practices, and work with relevant people to address them
- promote compliance with major event policies and code of conduct
- be familiar with the reporting mechanisms.

Safeguarding education is a continuous journey, and hence it is best that refresher training is done on a regular basis – through workshops, online courses or the OIN's community of practice sessions.

## Background checks

A police clearance should be carried out before any person is appointed as a safeguarding focal point. If police clearances are not available then character references from village heads, provincial councils or community leaders should be obtained.

It is also important that the person has credibility and integrity and will take the responsibility of the role seriously. This means they have a good reputation built on integrity, reliability and trustworthiness in sport, in a sporting organisation and/or in their community. Any experience working with children and vulnerable population groups is an added advantage. The personal values and behaviour of the appointed safeguarding focal point should align with human rights, and they should display the required empathy for listening and responding sensitively to concerns. The person should be approachable so people can feel free and comfortable to reach out.

The above considerations should be applied both to the major event and country team safeguarding focal points.