

SAFEGUARDING GUIDELINES

2023



WHAT IS SAFEGUARDING?

Safeguarding is the actions we take to ensure children and adults are safe from harm when involved in sport. Safeguarding is everyone's responsibility, children and young people are the foundation and the future of sport, the next generation club competitors, officials and administrators.

This document outlines the policies and procedures that should be put in place to ensure safeguarding is at the heart of IMMAF activities, to reflect international good practice. It will be reviewed periodically to learn from experience and from our MMA Community.

Children and young people have a right to enjoy taking part in sports events planned and provided by those who put their safety and wellbeing first. Event organizers have a responsibility to take all reasonable steps to ensure that the activities provide as safe an environment as possible. Many things can negatively impact a child's experience at an event, from boredom and home-sickness, to poor coaching practice and abuse.

IMMAF's safeguarding framework covers all IMMAF activities and consists of a safeguarding policy for the organisation supported by specific procedures for competitions and managing concerns.

IMPORTANCE OF SAFEGUARDING

This Safeguarding map identifies and visualises key elements of safeguarding.



"Safeguarding is not a one-person job, it will only genuinely work within the organization if it is owned and driven by more than one person." - Safeguarding Officer

DEFINITION OF HARASSMENT AND ABUSE

The IOC Consensus Statement (2016) provides the following Definitions of Harassment and Abuse

Harassment and abuse can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect.

These forms of abuse are defined here as:

- **Psychological 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.
- **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; when injured or in pain), forced alcohol consumption, or forced doping practices.
- **Sexual harassment** — any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.
- **Sexual abuse** — any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.
- **Neglect** — within the meaning of this document means the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.

Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and 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, unsolicited and coercive.

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.

The IOC Consensus Statement 2008, considers that harassment and abuse are on a continuum; and therefore should not be separated.

IMMAF CONSIDERS ALL FORMS OF HARASSMENT AND/OR ABUSE ARE UNACCEPTABLE.

IMMAF AIMS TO PREVENT HARASSMENT AND ABUSE IN ITS ACTIVITIES.

10 STANDARDS OF SAFEGUARDING

It is important to create a safe sporting environment for children and young people and protect them from harm. According to the Child Protection in Sport Unit in the UK, there are 10 standards that organisations need to follow.

1. Policy and procedures for responding to concerns
2. Operating systems
3. Prevention
4. Codes of ethics and conduct
5. Equity
6. Communication
7. Education and training
8. Access to advice and support
9. Implementation and monitoring
10. Influencing

Standard 1: Policy

Any organisation providing services or activities for children and young people under the age of 18 should have a safeguarding policy. A child safeguarding policy will make it clear what is required in relation to the protection of children and young people. It creates a safe and positive environment for children and to show that the organization is taking their responsibility seriously.

Standard 2: Operating Systems

Procedures provide clear step by step guidance on what to do in different circumstances, that clarify roles and responsibilities, and lines of communication. It also ensures a prompt response to concerns and also helps IMMAF comply with the implemented legislation and guidance.

Standard 3: Prevention

Measures to help minimize the possibility of children and young people being abused by those in a position of trust.

Standard 4: Codes of Practice and Behavior

Sport should be carried out in a safe, positive and encouraging atmosphere. Setting standards of behavior will ensure a clear benchmark of what is acceptable, and they can help minimize opportunities for abuse.

Standard 5: Equity

Abuse happens to male and female individuals of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious belief and political persuasion. IMMAF should take steps to combat discrimination and actively include everyone in their safeguarding measures.

Standard 6: Communication

Policies and procedures are only effective if people are aware of them, have some ownership of them and have the opportunity to express their views on how they are working. It is important to inform the whole IMMAF staff, but also their members.

Standard 7 Education and Training

Everyone in contact with children has a role to play in their protection. They can only do so confidently and effectively if they are aware and have the necessary understanding and skills. IMMAF is responsible for providing training and development opportunities for staff, volunteers, it's members and coaches.

Standard 8 Access to advice and support

IMMAF has the duty to ensure advice and support are in place to help people to play their part in protecting children. Children need someone to turn to when they are being abused. Often, they do not know where to turn for help.

Standard 9 Implementation and Monitoring

Policies, procedures and plans have to be implemented across and in all parts of the organization. Checks are needed to ensure this is happening consistently.

Standard 10 Influencing

IMMAF should influence, encourage, and promote the adoption and implementation of measures to safeguard children by partner organizations. IMMAF should provide or signposts support and resources in relation to implementing adequate safeguarding measures,

Using these 10 standards of safeguarding, IMMAF will be able to keep track of their progress and would be aware of what still needs to be done in order to maintain a safe standard in safeguarding.



IMMAF SAFEGUARDING STRATEGY

The IMMAF Safeguarding Strategy consists of following core components: Definitions of Harassment and Abuse, scope of Application of the Safeguarding Policy Reporting Procedures and Mechanisms Safeguarding Personnel, Investigation Procedure, Disciplinary, Procedure, Measures and Sanctions, Fair Process, Involvement of relevant public authorities and Confidentiality

Using the IOC and FIFA guidelines, 5 key steps are addressed.

1.Statutes

Review existing IMMAF's statutes on harassment & abuse and on what constitutes a child.

2. Policy

Develop safeguarding policies which includes mechanisms and procedures to safeguard athletes from harassment & abuse.

3.Preventive Mechanisms

Ensure that preventative mechanisms are included within the overall safeguarding strategy, including, for example, criminal record checks and codes of conduct and develop strong procedures and guidelines.

4. Education

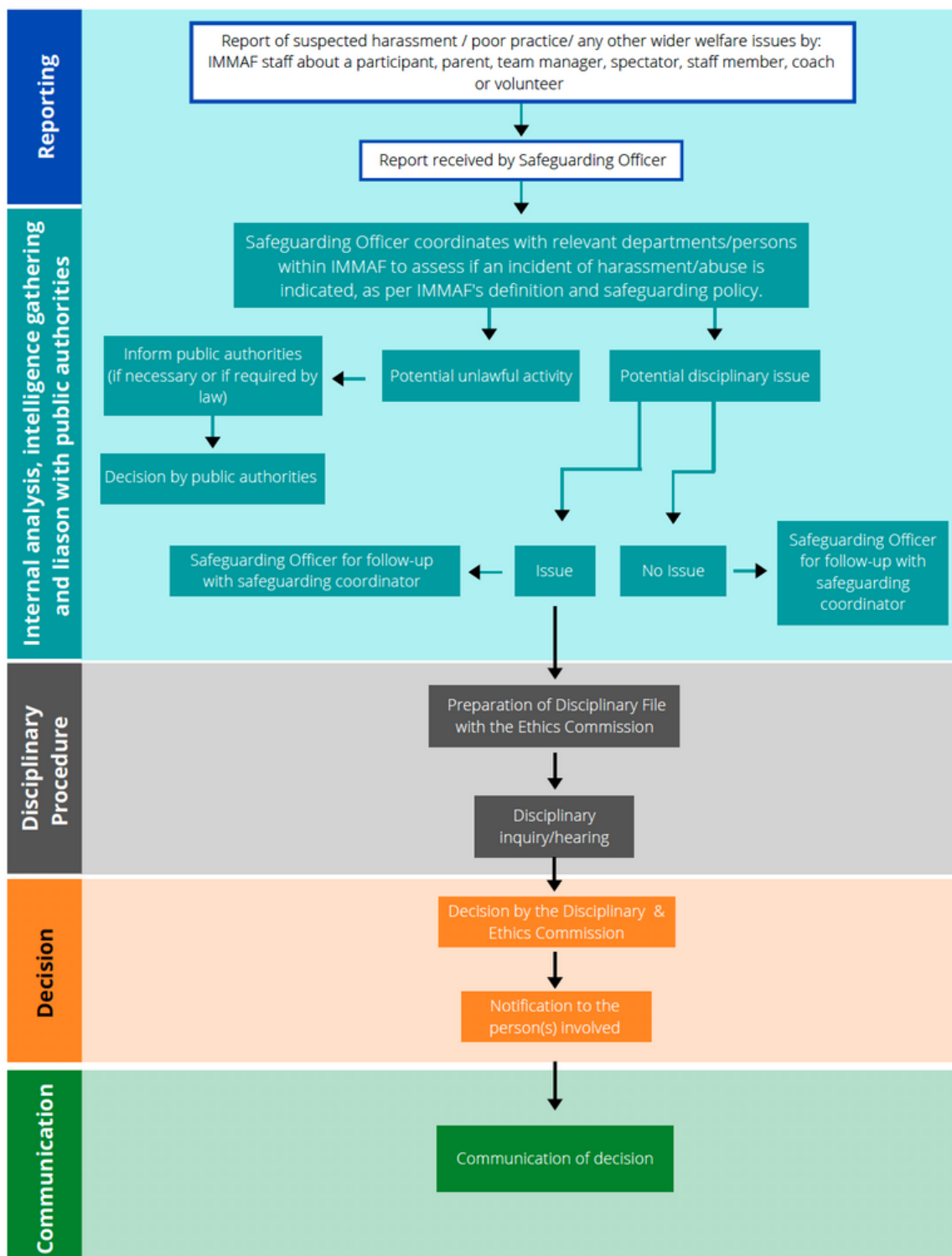
Develop education materials related to the prevention of harassment and abuse and implement awareness training for officials, coaches, administrative staff and athletes.

5. Monitoring & Evaluation

Implement strategies to monitor and evaluate your athlete-safeguarding policies and procedures athletes.

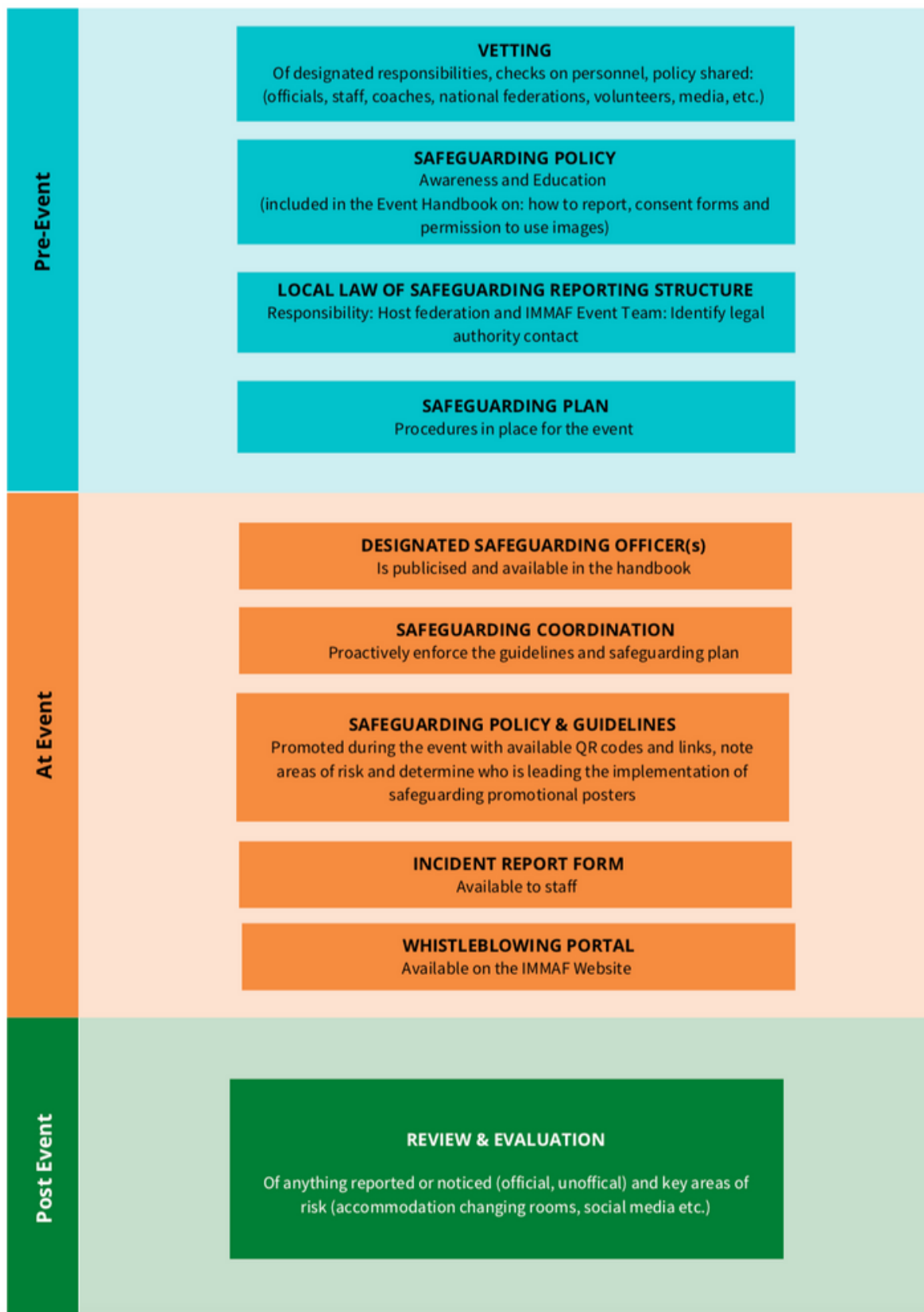
IMMAF REPORTING FLOWCHART

The reporting flowchart determines how reports of concern, of harassment and abuse may be reported, who receives reports and provides support to concerned persons. Importantly, confidentiality is essential, to protect those who bring forward concerns and to assess low-level concerns and action potential disciplinary and or unlawful activities. There are five phases, most importantly the appropriate local authorities following the local law in the host country.



SAFEGUARDING FOR EVENTS

A competition-specific safeguarding framework has been developed to ensure a strong commitment to identify a safe sporting environment in three main phases (pre-event, at event, post event) and the aspects of safeguarding that belong to each phase. It helps visualize the processes and procedures that need to be in place to ensure safeguard for events.



10 STEPS - EVENTS DETAILED SAFEGUARDING PROCEDURES

STEPS	
1. Safeguarding Plan	Outline of the safeguarding standards for your event and your plan for implementing them
2. Recruitment Guidelines	Safe recruitment process for all staff and volunteers involved in your event
3. Code of Conduct	Clear guidelines about the expected behavior of adults, children and young people
4. Registration and Consent	Process for registering participants and ensuring appropriate information and consents are provided
5. Event manager/coordinator	Person with overall responsibility for your event
6. Event Safeguarding Lead	Person with lead responsibility for safeguarding for your event
7. Reporting Procedures	Clear process for responding to and reporting concerns arising at your event
8. Advice and Support	Access to safeguarding information, advice and guidance
9. Additional Vulnerabilities	A plan that recognizes and addresses the needs of all participants, including those who have additional vulnerabilities
10. Travel and Overnight Stay	A plan and guidance for travel and/or overnight stays (if required)

IMMAF advises all competition hosts to ensure all reasonable steps have been taken for a safe event.



IMMAF SAFEGUARDING STRUCTURE FOR EVENTS

There are roles and responsibilities in an event safeguarding structure. Each role and responsibility shall be identified and organized to suit IMMAF and their needs.

A. Organisation, group or committee with overall responsibility for planning and delivering the event, including safeguarding arrangements

(or commissioned event management company)

B. Event manager/organiser/coordinator

Overall responsibility for entire event, including safeguarding

C. Event safeguarding manager/coordinator

Overall responsibility for safeguarding at event

D. Sport safeguarding officer

Supports safeguarding for specific sport at event

Young volunteers, young leaders, young officials, mentors

E. Team manager

Responsible for supervision/care of participants

Venue staff, security, medics, accommodation, transport

A. Overall management of the event: organising groups or committees

IMMAF has an event department responsible for organising all the international events. Safeguarding arrangements must be put in place by the host organiser at regional and national events. IMMAF will ensure safeguarding plans are implemented at international level.

Considerations:

- IMMAF shall appoint a safeguarding officer to oversee safeguarding plans at an IMMAF event.

B. Overall responsibility for the event: event manager/organizer/coordinator

This is the person appointed to be responsible for the organization and overall running of the event, including safeguarding all participants and attendees.

IMMAF's delegated director is responsible for running the event to ensure best practice, IMMAF's safeguarding plan includes the director and team/staff. Everyone responsible should ensure that minimum standards are met for young athletes.

C. Event safeguarding manager/coordinator

The event safeguarding manager/coordinator has overall responsibility for safeguarding at the event. This should not be the same person as the event manager due to the complexity of these events and the number of other responsibilities the overall event manager will have, which could impact their ability to focus on safeguarding. The event safeguarding manager/coordinator must have undertaken basic safeguarding awareness training and demonstrate experience of both safeguarding and sports event management.

The event safeguarding manager/coordinator is responsible for:

- developing, promoting and implementing the event safeguarding plan
- linking with local statutory agencies to ensure that the event safeguarding plan complies with relevant national laws and local guidance, and that these agencies are aware of and plan for the event.

Consideration:

IMMAF will appoint someone who is adequately trained and certified for this responsibility.

The event safeguarding manager/coordinator must liaise with the event manager to ensure that minimum standards detailed in the event safeguarding plan are adhered to. Examples of responsibility would be ensuring that all staff, volunteers and participants have received an induction and safeguarding training appropriate to the level of the event, clarifying the process for responding to safeguarding concerns that arise during or after the event and ensuring that all staff and volunteers understand and implement the requirements of the IMMAF event safeguarding plan etc.

D. Sport safeguarding officer/coordinator

The sport safeguarding officer/coordinator is the person responsible to the event manager for the general welfare and safety of their sport's participants at the event, as set out in the event safeguarding plan.

This person should have received at least basic level safeguarding training and an induction to the particular event. They are responsible for eg. safe recruitment, ensures required consent, identifying and addressing the needs of participants with additional vulnerabilities etc.

Consideration:

IMMAF should appoint someone who is certified for this role. This role overlaps with the Event Safeguarding Manager. Depending on the size of the event, this role may be combined together.

There should be a minimum of one sport safeguarding officer for every 100 participants. Their responsibility is to familiarise themselves with the venue site and event requirement, support the sport safeguarding coordinator and attend briefings arranged by the sport manager for parents/ guardians/ coaches and participants prior to the event. Specific activities may be delegated to this role e.g., supervision of key areas, management of accommodation/transportation safeguarding standards.

Considerations:

IMMAF should appoint someone who is trained for this role.

E. Team Manager, coaches or volunteers

These individuals should have received the appropriate level of safeguarding training, understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising, familiarize themselves with the event safeguarding plan, and sign up to the relevant event code of conduct for the event. Team Managers should be included in the safeguarding briefings.

Considerations:

Event team is responsible for IMMAF staff, teams, and core staff. The Host federation will be responsible for ensuring minimum standards of safeguarding are applied to officials, volunteers and coaches.

IMMAF INCIDENT REPORT FORM

This Incident Report Form should be kept strictly confidential.
It should be completed by IMMAF staff or to register a concern.

The purpose of this form is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with liability issues stemming from the incident.

Your information				
Name				
Address				
Contact number(s)				
Email				
Event		Your role		

Personal information – young person					
Name				Date of birth	<input type="text"/>
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*		
Date, location and time of incident		
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:

Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

Incident details (continued)			
Person's account of the incident;			
Please provide any witness accounts of the incident;			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date:			
Injury Type:			

Additional Notes:

Declaration	
Your signature	<input type="checkbox"/>
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with IMMAF's reporting procedures (only in use if a Safeguarding Officer is provided during an event)	
Safeguarding Officer's name	
Date reported	



IMMAF
SAFEGUARDING

