

# SAFEGUARDING OFFICER

## WBSC #SAFEALL GUIDELINES

Although everyone in WBSC Events has a duty of care to safeguard participants, an important strategy in safeguarding our sport is the designation of an individual who is responsible for handling all safeguarding concerns and promoting the importance of this topic and values at the appointed event.

### YOUR ROLES & RESPONSIBILITIES

As a dedicated Safeguarding Officer, you will be responsible for the following:

- Communicating to all participants (incl. LOC) for the nomination of your role;
- Responding to harassment and abuse reports received on-site (i.e., interview);
- Documenting all reports received on-site (in [WBSC Official Reporting Form](#));
- To decide if the case should be internally resolved or further investigated;
- Coordinating and liaising with other bodies, including the WBSC Integrity Unit and local authorities for the entire investigation process; and
- Providing support and advice to any concerned persons.

Furthermore, you can also refer to the [WBSC Safeguarding from Harassment and Abuse Rules](#) for better guidance around what are the procedure to handle reported case.

REMEMBER

### WHAT IS HARASSMENT & ABUSE?

THIS IS NOT OKAY!!!

#### HARASSMENT

is an unwanted action. The victim should decide what is acceptable or not. This can include bad comments, insults, jokes, and unwelcome attention.

#### ABUSE

can happen in many forms and behaviours below:

- Physical Abuse      hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning, suffocating etc.
- Emotional Abuse      isolation, verbal assault, humiliation, intimidation or any other unwelcome act which may lower the sense of your identity, dignity and self-worth
- Sexual Abuse      physical touch, talking about sexual and private things in person or online or any other behaviour that is sexual or makes the victim feel uncomfortable, threatened, scared or illegal.
- Neglect      when the victim is not provided with basic needs such as food, water, shelter, appropriate clothing, supervision, access to education / health services.

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### WHERE, WHEN & BY WHOM CAN HAPPEN?

- during sport: training, tournament, changing room, medical treatment
- while travelling: camps, in car/bus, at accommodation between athletes: bullying, neglect, peer pressure, abuse, harassment
- with other people: coaches, managers, officials, parents, volunteers, staff

### SYMPTOMS OF VICTIM

Crying, agitation, low self-esteem  
Withdrawn, unusually quiet, absent, isolation  
Bruises, scars and other physical injuries  
Post traumatic stress disorder (PTSD)  
Anxiety, depressed, sleeping disorder  
Drastic weight loss or gain, nausea  
Lack of interest, lack of confidence

### BEHAVIOUR OF PERPETRATOR

Violent and aggressive  
Being secretive or asking to keep secrets  
Singling out or favouring certain people  
Offering to help often – lifts home, 1:1 coaching  
Being left alone with a specific person often  
Sexual jokes, asking about relationships  
Creating scenario where physical touch is required

Above symptoms and behaviours might be telling you that they are either causing trouble or in trouble and in need of help and support. There are many ways that you can get reports:

- by telling you directly (Disclosure)
- by someone else telling you instead (Allegation)
- by you noticing someone is not okay (Suspicion)

### IT MAY SOUND LIKE:

#### DISCLOSURE

"I need to tell you something what happened to me...."

"That happened to me too"

"I have done something I shouldn't have...."

#### ALLEGATION

"I am worried about my friend, she told me something happened to him/her...."

"I saw that person doing something wrong to my friend...."

#### SUSPICION

"I just don't feel right about this situation..."

"I don't like the way that person treats him/her"

"That person makes me really uncomfortable..."



### REMEMBER

Even though you may get reports that are without solid proof, but a "reasonable belief" that it is likely something has happened is enough for you to stay alert and initiate reporting procedure.

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### WHAT YOU SHOULD DO WHEN REPORTED

You don't have to be a psychologist, a lawyer, a counsellor or an investigator. Just be calm and supportive. Follow the steps to escalate the matter to the right people.

## 5R's

### RECOGNISE

- Thank them for taking the courage to speak up and report;
- Provide a safe and confidential space for them to speak freely; and
- Ask if they are in immediate danger or in need of medical help.

### RESPOND

- Explain and get a consent that the info provided will be recorded and will be shared with those who need to know to help, support and protect them;
- Ask open questions and listen to their stories at their own pace; (questions based on the WBSC Official Reporting Form)
- Believe them, even if you don't think it is true;
- Remind them that it is not their fault, and you will take it seriously;
- Reassure that they have done the right thing in sharing the info; and
- Explain what will be the next step and with whom the info will be shared.

### RECORD

#### To AVOID

- Any question that is leading or based on assumption (i.e. Was it your coach?);
- Panicking, shocking or showing distaste, rather stay patient and calm;
- Blaming the victim (i.e. Why didn't you react immediately?);
- Forcing for more information than what is offered; and
- Conducting private investigation / approaching the alleged perpetrator.

- Fill out the [WBSC Official Reporting Form](#) using their words.

### REPORT

- If the victim is in immediate danger, in need of medical attention, or the report seems to be considered as a serious criminal conduct, coordinate with the Tournament Director, Event Leader and key personnel from Local Organising Committee (LOC) to inform local authorities for further assistance (i.e. police, child protection, medical or social services); and
- Send the report and relevant information (i.e. evidence, interview recordings) to WBSC Integrity Unit (IU) - [safeguarding@wbsc.org](mailto:safeguarding@wbsc.org).

### REVIEW

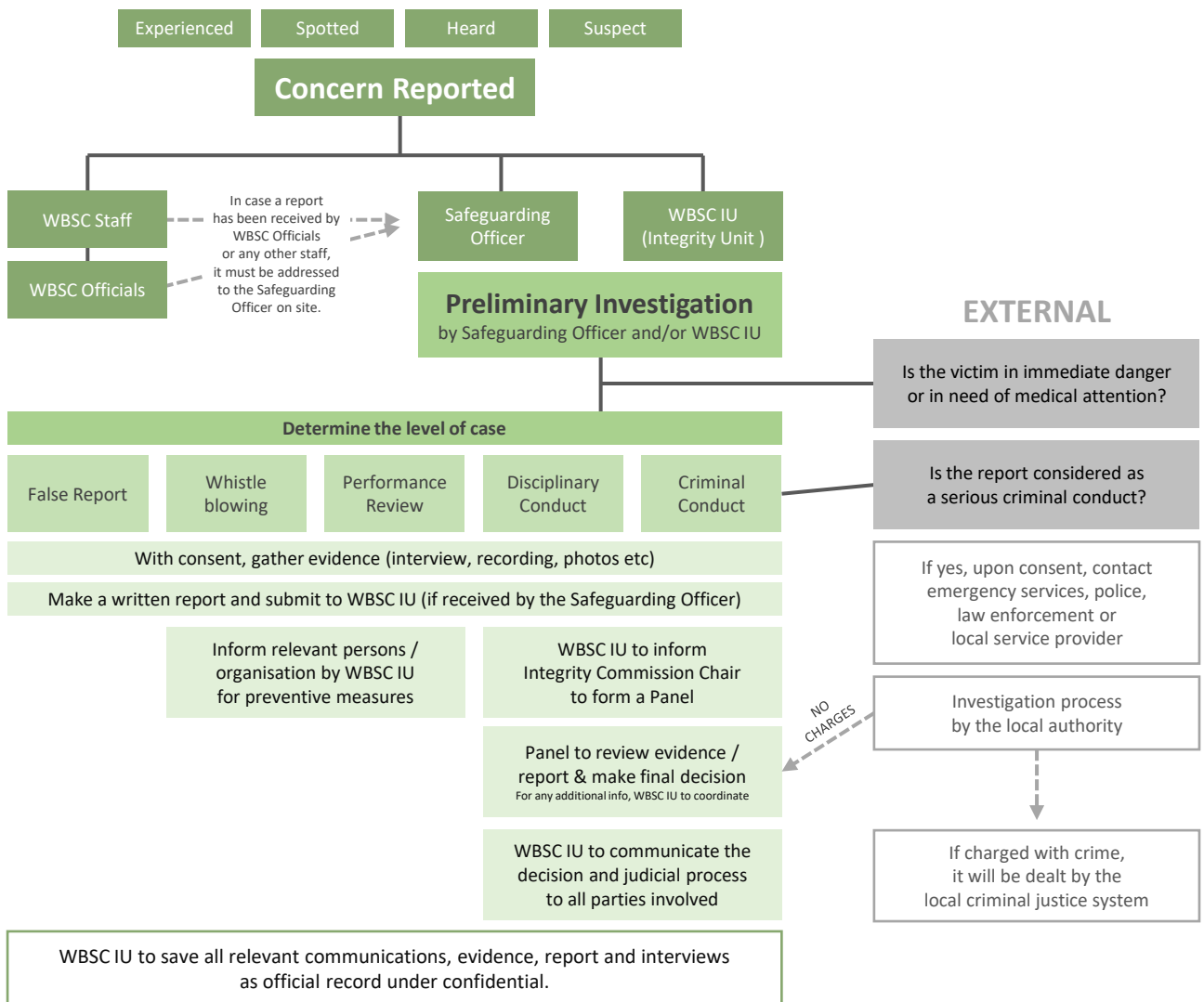
- In case of false report or whistleblowing report which does not require any interview process, send report to WBSC IU;
- Coordinate with WBSC IU for further communication and investigation procedures required and/or needed; and
- Provide further on-site support and assistance required for the victim, report person and/or local authorities.

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### WHAT WILL HAPPEN NEXT

Apart from what you will do on-site as a Safeguarding Officer, there are more steps behind. Upon receiving the official report, the WBSC Integrity Unit (IU) will intervene to make sure the case is managed as per the [WBSC Safeguarding from Harassment and Abuse Rules](#).



### HOW TO DEAL WITH MEDIA ENQUIRIES

Matters concerning an alleged incident of harassment or abuse are likely to generate media interest. It is important that the Safeguarding Officer on site handles any initial enquiries in a way that will not aggravate the situation or generate negative publicity. It is also important to be aware of legislation that prevents the naming of alleged victims or alleged perpetrators in the media.