

South Asian Football Federation  
(SAFF)

Safeguarding Policy Structure  
and Guideline for the Member  
Associations



# SOUTH ASIAN FOOTBALL FEDERATION



## SAFF Safeguarding Policy Structure and Guideline for the Member Associations:

Please note that the Safeguarding Policy Structure for Member Associations provided by SAFF is intended as a basic guide for creating policies to protect the welfare of youth players. The structure includes some of the major aspects that should be covered in a safeguarding policy, but it is important to note that each Member Association (MA) may have different requirements and should tailor their policy accordingly.

The Member Associations are encouraged to take into consideration the perspectives of youth players, team officials, technical teams, internal and external stakeholders while developing their policy. SAFF recognizes that each Member Association is unique and their policies should be customized to meet the specific needs of their youth players. It is important to note that the Safeguarding Policy Structure provided by SAFF is not intended to be a substitute for professional legal or regulatory advice. Each Member Association should seek appropriate legal or regulatory guidance in the development and implementation of their policy.

By using the Safeguarding Policy Structure provided by SAFF, Member Associations acknowledge that they have read and understood this disclaimer and accept the limitations and conditions outlined above.



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## 1. FOREWORD

A summary of why the MA stands with safeguarding and the purpose of the safeguarding policy and framework.

## 2. MESSAGES

A message from:

- President
- General Secretary

## 3. TABLE OF CONTENTS

## 4. CHILD SAFEGUARDING POLICY AND FRAMEWORK

This section should focus on:

- The rationales behind forming the policy.
- What are the issues the MA recognizes and prohibits under this policy?
- Which group of people does this policy acknowledge to be safeguarded?
- What preventive measures, resolutions and regulations this policy contains? i.e., Code of conducts

## 5. INTRODUCTION

This section should include:



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- Policy statement
- Vision & Mission
- Purpose
- How this policy is formulated?
- What resources were used to formulate the policy?
- Recommended organizational culture and safeguards to prevent abuse within football.
- What this policy does not do?

## 6. SCOPE OF POLICY

This section should state the list of personnel this Policy applies to. This may include but should not limited to:

- coaches/instructors;
- medical staff;
- managers;
- committee members, administrators and coordinators;
- volunteers;
- parents/guardians;
- peer/youth mentors;
- implementing partners;
- consultants/contractors/subcontractors, and
- any person who is working closely with the child.



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## 7. DEFINITIONS

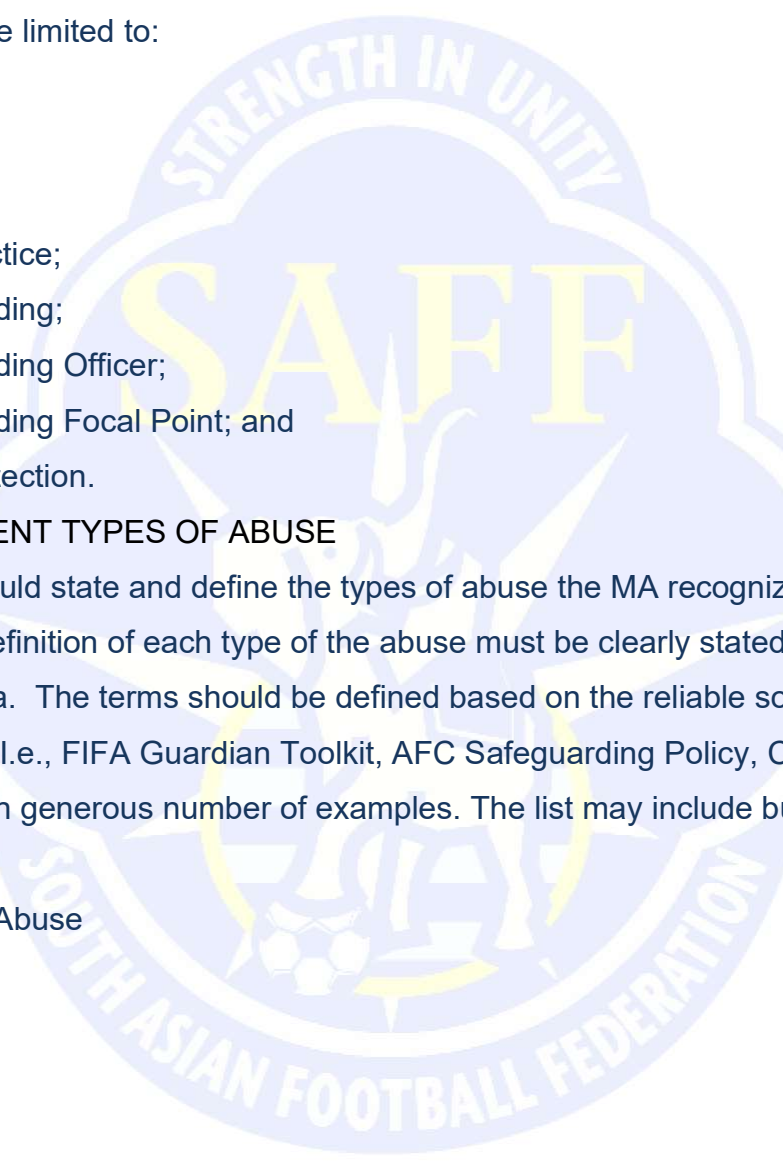
This section should define and establish the meanings of key terms in the policy. The terms should be defined based on the reliable sources that the MA recognizes (i.e., FIFA Guardian Toolkit, AFC Safeguarding Policy, Country Policy). The list may include but should not be limited to:

- Child;
- Abuse;
- Neglect;
- Poor practice;
- Safeguarding;
- Safeguarding Officer;
- Safeguarding Focal Point; and
- Child protection.

### 7.1 DIFFERENT TYPES OF ABUSE

This section should state and define the types of abuse the MA recognizes and prohibits. The definition of each type of the abuse must be clearly stated to avoid any type of grey area. The terms should be defined based on the reliable sources that the MA recognizes (i.e., FIFA Guardian Toolkit, AFC Safeguarding Policy, Country Policy) and must contain generous number of examples. The list may include but should not be limited to:

- Physical Abuse





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- Emotional Abuse
- Sexual Abuse
- Cyber Abuse
- Grooming
- Bullying
- Sexual Harassment/ Assault
- Any form of Exploitation
- Any form of discrimination

## 8. IMPLEMENTATION

This section should focus on answering questions such as:

- What the policy intends to implement?
- How will this policy be implemented?

## 9. MONITORING

This section should state

- The timeline of the reevaluation of the policy (every 1/2 years).
- How the implementation will be monitored?

## 10. PRINCIPLES

This section should state the principles the MA's safeguarding policy is based on.

## 11. RECOGNISING AND RESPONDING A SAFEGUARDING CONCERNS



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This section should include the different indicators of different types of abuse one should look out for. This section should be explained in coherence with the section of “TYPES OF ABUSE” and the stages in the identification of abuse, such as considering the possibility and looking out for signs of abuse.

This section should also elaborate what to do if a child discloses information directly to someone, how should the safeguarding concern should be recording and reporting, as well as the matter of confidentiality.

## 11.1 GUIDANCE ON DEALING WITH CONCERNS ABOUT A CHILD AND/OR ALLEGATIONS OF SAFEGUARDING CONCERNS

This section should also provide an understanding of:

- The process of reporting a concern.
- Ensuring submitted reported is kept strict confidentiality.
- The procedure that will be followed when a concern is reported.
- The procedure of actions after an allegation of a concern has been made.
- Actions that will be taken by the MA during and after the investigation.
- Support that the MA will provide to the concerned during and after the investigation.

## 11.2 REPORTING MECHANISM



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This section should provide an understanding of the flow in which actions are going to be taken, how they will be taken and which department will be responsible to take said action after a concerned is raised

## 11.3 HANDLING DISCLOSURE AND CONFIDENTIALITY

This section should provide a detailed explanation of what one must do while receiving a complaint from a child/victim/witness and how their confidentiality will be ensured and protected. That may include but should not be limited to:

1. React calmly.
2. Listen carefully and attentively.
3. Take the child seriously.
4. Reassure the child that they have taken the right action in talking to you.
5. Do not promise to keep anything secret.
6. Ask questions for clarification only.
7. Assure that their identity will be kept confidential

## 11.4 ROLES AND RESPONSIBILITIES

This section should provide an understanding of the different roles and the responsibilities they have to in terms of ensuring the policy is being implemented. This may include but should not be limited to the responsibilities of:

- Safeguarding Officer





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- Safeguarding Focal Point
- Internal Steering Group
- External Expert Advisory Group

## 12. SAFE RECRUITMENT, SCREENING PROCEDURES AND SELECTION PROCESS GUIDELINES

This section should elaborate the recognized appropriate procedures by the MA for recruitment that will help select the right people and screen out and discourage those who are not suitable to work with children in football.

## 13. SAFEGUARDING AND SUPERVISION OF CHILDREN AND RISK MANAGEMENT

This section should elaborate the recognized appropriate procedures by the MA for:

- Planning and organizing tournaments, overnight stays and away trips.
- Guidance on celebration and communication arrangement on any form of public platform (Using images on cyber platforms, PR Communications etc.).
- Guidance on the proper use of changing rooms, common and restricted areas and showering facilities.
- Guidance on the process of identifying, assessing and controlling threats for further Risk Management

## 14. MISSING CHILD POLICY



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This section should be written according to the local law of the MA.

## 15. CODE OF CONDUCT

This section should have code of conducts for:

- STAFF AND VOLUNTEERS
- CHILDREN
- PARENTS AND GUARDIANS

Each of these Codes of Conduct must include the Do's and Don'ts for the signatory and the actions that can and will be taken in case of breach of Code of conduct.

## 16. ANNEXURES

This section should have:

- REPORTING FORM
- ACTION FORM
- SELF DECLARATION FORM
- PARENTAL CONSENT FORM
- RISK MANAGEMENT FORM

## 17. MAIN REFERENCES AND USEFUL LINKS

## 18. IMPORTANT CONTACTS