



Safeguarding Webinar for NFs: Case Management

29 October 2024

Safeguarding Webinar for NFs

- Introduction
- Case management process
- Key considerations
- Discussion



Source: FEI website

Safeguarding – self care

- Safeguarding with discussions of abuse and harassment can be very personal to people, including those listening in and participating in this webinar.
- If you are affected by the points raised during this webinar, we encourage you to seek out professional help and support.
- If you would like support or need to report a concern, please send an email to safeguarding@fei.org
- If you raise a question referring to a particular incident or situation, please avoid using the names of the persons/ federation/ club concerned.

What is Safeguarding?

- **Safeguarding**
 - Creating a safe, inclusive and welcoming environment which prioritises physical, emotional and mental well-being for all participants in equestrian sport
 - Taking proactive action to ensure all children and adults are safe from harm when involved in sport
 - Ensuring response mechanisms are in place to appropriately address concerns related to harassment and abuse
- **Abuse**
 - Acts of commission or omission which lead to a child or adult experiencing harm. Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm

Appointment of Safeguarding Lead – Role



Case Management Process – Safeguarding Policy

- How to report a safeguarding concern and to whom, for example:
 - Report form (see NF template)
 - Dedicated email address
 - In person, to designated Safeguarding Lead
- How the report will be managed and by whom:
 - Assessment, investigation, judicial process
 - Safeguarding Lead, Safeguarding Case Management Group, external support

[Insert National Federation name/logo here]
Safeguarding Report Form
This form can be used to report incidents and concerns of harassment and abuse. Please complete the form to the best of your knowledge. Please note that knowingly making a false or vindictive report will not be tolerated and may be a violation of [National Federation name] and the FEI's Rules & Regulations.

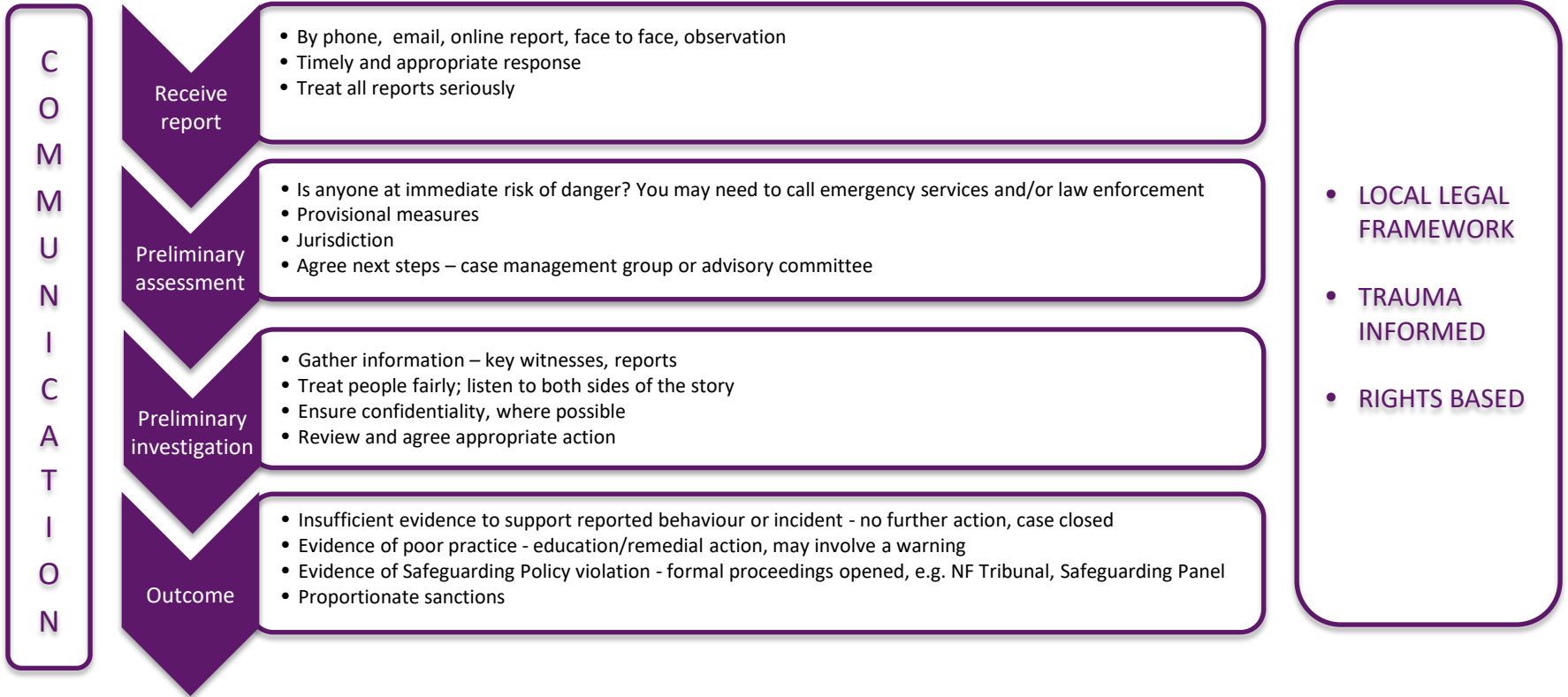
PERSON BEING REPORTED	
Name:	Age (or approximate age):
Gender - male/female/other:	Discipline:
Position/role - coach/official/trainer/groom/volunteer/parent/other (if other, please state)	
Club name (if applicable)	
Any other relevant/useful information about this person:	
If the person being reported is under 18 years (a minor), full name(s) of their parent(s) / care(s):	
Names:	
Phone numbers:	Email addresses:
VICTIM/DRY VICTIMS INFORMATION	
Name:	Age (or approximate age):
Gender - male/female/other:	Discipline:
Position/role - coach/official/trainer/groom/volunteer/parent/other (if other, please state)	
Club name (if applicable)	
Contact information (if known)	
Phone number:	Email address:
If the victim is under 18 years (a minor), full name(s) of their parent(s) / care(s):	
Names:	
Phone numbers:	Email addresses:
INCIDENT/CONCERN OF HARASSMENT & ABUSE	
Type(s) of abuse/concern being reported - psychological abuse, physical abuse, sexual abuse, sexual harassment, neglect, other (if other, please state):	
Location where incident(s) occurred:	
Date(s) and time of incident(s):	
Details of the incident(s) or concern:	

[Insert National Federation name/logo here]
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ADDITIONAL INFORMATION	
Please provide details of any other persons involved in the incident, or who may have witnessed the incident or be able to provide additional information:	
Name:	
Position within the club/organisation or relationship to the individual:	
Club name:	
Age (if a minor):	
Phone number:	Email address:
Has the incident been reported to any other organisations, external agencies, and/or the Police? YES/NO	
If YES, please provide further details including the following:	
Name of organisation/agency:	
Contact person:	
Phone number:	
Email address:	
Agreed action or advice given:	
Please provide details of any actions taken to date or any other information which would be helpful to an investigation. Please submit as a separate attachment as necessary.	
REPORT SUBMITTED BY:	
Your name:	Your role - coach/official/trainer/groom/volunteer/parent/other (if other, please state):
Club name:	
Your contact details:	
Phone number:	Email address:
Did you witness the alleged incident/are you reporting your own concern? YES/NO	
Your signature:	Date:

Please give this form to the [NATIONAL FEDERATION] Safeguarding Lead or email this report to [email address] of the National Federation.
 Anonymous reporting reports may be submitted anonymously however please be aware that this may make it difficult to investigate or properly address allegations.

Case Management Process



Case Management – Key Considerations (1)

- Poor practice or ‘lower-level’ concerns – definition:
 - ‘any concern, doubt, or sense of unease, no matter how small, that someone may have acted in a way that is inconsistent with an organisations code of conduct’ *(ref: Child Protection in Sport website)*
- Some examples of poor practice:
 - using foul and abusive language
 - showing a lack of respect for others, e.g. officials, volunteers, staff
 - using punishments that humiliate or cause unnecessary risk of harm
 - unjustified and continued preferential treatment to certain individuals
- Address promptly to avoid escalating to something more serious

Case Management – Key Considerations (2)

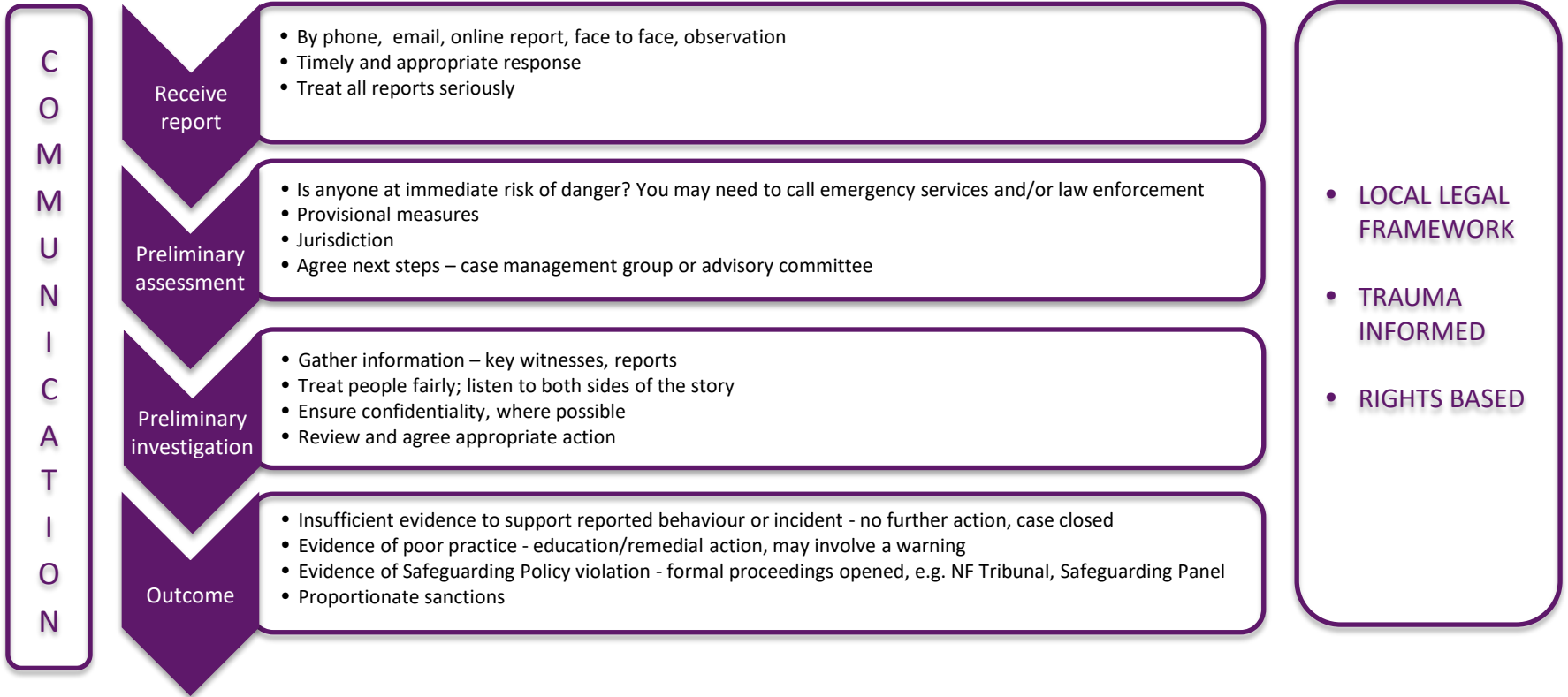
- Application of the rules, regulations – consistently
- Provisional measures
- Investigations
 - Internal, external/independent
- Decision-making
 - Based on information gathered, not personal opinions
 - Defensible
- Communication, throughout the process
 - Manage expectations of those involved, provide updates
 - Complainant, victim, alleged perpetrator
 - Key stakeholders as relevant, e.g. athletes, staff members, board, FEI

Case Management – Key Considerations (3)

- Resourcing, expertise and experience
 - Safeguarding Lead
 - Case Management Group
 - External, expert resource
 - Club Safeguarding Lead/Welfare Officer
- Support and advice for those involved in an investigation
- Information sharing; mutual recognition of sanctions
- Timely management of reports and record keeping
- Secure storage of reports and case management files
- Feedback loop, for continuous improvement

Discussion

Case Management Process



Safeguarding – Useful Resources

- FEI Safeguarding:
 - Policy, Report Form, NF templates & webinar recordings: <https://inside.fei.org/fei/your-role/medical-safety/harassment-abuse>
 - For support & advice: safeguarding@fei.org
- IOC Safe Sport, educational resources: <https://olympics.com/ioc/safe-sport>
- Safe Sport International: <https://www.safesportinternational.com/>
- International Safeguards for Children in Sport: <https://www.sportanddev.org/research-learning/guiding-toolkits/child-protection-and-safeguarding>
- UN Convention on Rights of the Child: <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>
- Child Helpline International:
 - <https://childhelplineinternational.org/helplines/>

Safeguarding Against Harassment and Abuse in Sport

FEI's current and planned initiatives

- NF survey on Safeguarding
- Network of NF Safeguarding Leads
- FEI Campus training modules
- FEI Safeguarding webinars – suggestions for future webinar topics

Thank you