

EXECUTIVE SUMMARY – SESSION 5 – Safeguarding – What NFs need to know

FEI Secretary General Sabrina Ibañez opened the Session and gave an introduction. She stated that the aim of this session was to give National Federations (NFs) the key information needed to establish a safeguarding programme. Protecting members of our equestrian community from harassment and abuse is one of our duties as governing bodies, both as International Federation and National Federations. She mentioned that the impact of harassment and abuse on victims and on our sport can be devastating. And, even though it might be uncomfortable for us to admit, harassment and abuse does take place within equestrian sport. Therefore, she said that it is essential that we all take our responsibility in this regard. She then gave the floor to Lucy Trochet, an experienced Safeguarding Consultant, who is currently working with the FEI Safeguarding Team.

Lucy Trochet, made it clear that everyone can take action and that everyone should take action. Safeguarding is crucial for several reasons, the main one being to keep athletes and participants safe and to ensure they have a positive experience in sport, so that they will want to stay in the sport. Safeguarding contributes to maintaining the popularity of a sport, and also mitigates reputational risks which could lead to the loss of sponsors.

The International Olympic Committee (IOC) has been working on safe sport for over two decades and has put in place measures to help create a safe sport environment, including the IOC Consensus Statements and the requirement for all sports organisations in the Olympic movement to implement safeguarding policies.

Lucy Trochet clarified the safeguarding terminology:

- **Safeguarding**
 - Taking proactive action to ensure all children and adults are safe from harm when involved in sport
 - Creating a safe, inclusive and welcoming environment for all participants in equestrian sport
- **Abuse** – acts of commission or omission which lead to a child or adult experiencing harm. Abuse is any form of physical, psychological or sexual mistreatment or lack of care that leads to injury or harm
- An individual may abuse or neglect a child or adult directly or indirectly where they fail to prevent another person harming that child or adult.

Lucy Trochet then highlighted the types of Abuse, as per the IOC Consensus Statement:

- **Psychological abuse** – 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** – 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** - 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.

The FEI was the first International Federations (IF) to create a safeguarding policy, which came into effect in 2019. The FEI's Safeguarding Policy is led by a small group working on a case-by-case basis, ensuring the integrity of all parties involved is protected at all times. Having gathered a certain amount of experience and confidence, the FEI is encouraging and supporting NFs to take the first steps to action as they play a crucial role in safeguarding in their own countries.

Áine Power, FEI Deputy Legal Director, gave a short overview of the FEI's safeguarding activities and highlighted the risk-based approach that the FEI has recently incorporated in its policies, helping the FEI Safeguarding Team to effectively filter cases and ensure that resources are directed appropriately.

Belen Flores Trelis of the Spanish National Federation shared the perspective and experience of her NF in establishing its own safeguarding mechanisms and how the requirements of national legislation were a driving force in getting started.

To help with the set-up and development of an NF Safeguarding Policy and the reporting mechanisms, Lucy Trochet provided a list of key steps and recommendations for NFs. Safeguarding leadership and the prioritisation of resources particularly stood out. She highlighted that those working in safeguarding need to be both competent and comfortable in dealing with the sensitive issues they are presented with. She mentioned that ideally the persons involved in the development of a Safeguarding Policy should be a Safeguarding Lead, an Athlete representative and a Legal advisor. The policy should be adapted to the context (sport, organisation structure, national legal framework for example).

Lucy Trochet then specified what the NF Safeguarding Policy should include, such as:

- Introduction, Purpose, Policy Statement
- Definitions and prohibited conduct
- Scope of the policy
- Reporting procedure
- Confidentiality clause
- Provisional suspensions and judicial proceedings
- Mutual recognition of sanctions and duty to report
- Educational resources list

Then Lucy Trochet highlighted the key elements for the Reporting Procedure. The Procedure should include the following:

Procedure should include:

- How to report a safeguarding concern and to whom, for example:
 - Online report form
 - Dedicated email address
 - In person, to designated Safeguarding Lead
- How support and advice will be provided for those reporting a concern
- How the report will be managed and by whom
 - Assessment, investigation, judicial process
 - Safeguarding Lead, with for example a Safeguarding Case Management Advisory Group

Thereafter, the Hong Kong Equestrian Federation shared a video presentation of its safeguarding journey and emphasised the value of relying on and adapting existing resources and templates when putting safeguarding structures in place.

Lucy Trochet encouraged NFs to refer back to the FEI Safeguarding Policy against Harassment and Abuse on the FEI website and to look for already existing templates that can be adapted to their needs. Lucy Trochet mentioned that an NF Template Policy and Report Form would also be made available by the FEI to facilitate the process. Note from FEI HQ: Since the Sports Forum, the NF Template Policy and Report Form have been sent to all NFs and are available in Annexes 1 & 2 of this document.

Lastly, Lucy Trochet highlighted the importance of education and an effective communication strategy to spread the message and raise awareness. NFs were reminded that the FEI will hold Safeguarding Webinars on 23 May at 09h and 16h CEST.

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Guidance Notes

The purpose of a National Federation safeguarding policy is to ensure that all participants in equestrian sport are protected from harassment and abuse. A safeguarding policy outlines the National Federation's position and approach to safeguarding and demonstrates a commitment to providing safe environments for all participants (both adults and children).

National Federations should develop their safeguarding policy with support and advice from local organisations involved in safeguarding and local legal experts to ensure that the policy is adapted to the local cultural and legal context. It should be developed in consultation with its members and communities. This template provides a starting point for policy development; the name of the National Federation should be inserted in the square brackets [].

To ensure safeguarding measures are implemented, National Federations should have a designated, Safeguarding Lead. This person should have relevant experience and training or be supported in following the necessary training to be able to perform the role. Best practice is for the Safeguarding Lead to be supported by and to work alongside a Safeguarding Case Management Group (SCMG). The SCMG would be made up of at least three members; ideally one would be from the National Federation, and the others would have backgrounds/experience in safeguarding-related work e.g. as social workers, teachers, police, probation workers, or lawyers. The SCMG would have an agreed Terms of Reference outlining their role and responsibilities, how the group should function and any sanctioning powers they may have.

National Federation Responsibilities

- 1. To develop and implement a Safeguarding Policy adapted to their own national legal framework and consistent with the FEI Safeguarding Policy.*
- 2. To raise awareness of the Safeguarding Policy and how to report an incident of harassment and abuse, across all participants in their activities.*
- 3. To manage reports of harassment and abuse that are brought to its attention promptly.*
- 4. To provide appropriate support to individuals who report an incident of harassment or abuse.*
- 5. To impose appropriate disciplinary or corrective measures when there has been a violation of the Safeguarding Policy.*
- 6. To follow safe recruitment practices and implement codes of conduct.*
- 7. To provide education and awareness raising opportunities for participants in their activities.*
- 8. To monitor and evaluate the Safeguarding Policy and related procedures periodically to ensure relevant and fit for purpose.*

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Content

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2. Definitions
3. Scope of the Policy
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5. Reporting Procedures
6. Confidentiality
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9. Mutual Recognition of Sanctions & Duty to Inform
10. Educational resources

1. Policy Statement & Purpose

Consistent with the objectives and principles of the FEI, the welfare of the equestrian community, especially minors and adults at risk¹, is of paramount concern. [NATIONAL FEDERATION] is committed to promoting a safe and respectful environment for its members, athletes, support personnel, coaches, trainers, grooms, officials, volunteers and staff in all equestrian disciplines.

[NATIONAL FEDERATION] has developed and adopted this Safeguarding Policy (“Policy”) to set forth the efforts it will undertake to promote a safe equestrian environment and protect participants in equestrian sport from harassment and abuse, both independently and in partnership with other necessary parties, including clubs, parents (or legal guardians), athletes, and the equestrian community.

All forms of harassment and abuse are prohibited and [NATIONAL FEDERATION] will take appropriate action pursuant to this Policy where there is a risk of harm within the context of participation in equestrian sport.

The purpose of this Policy is:

- (i) to provide a framework for promoting the prevention of harassment and abuse;
- (ii) to raise awareness of what constitutes harassment and abuse;
- (iii) to explain the process for reporting incidents of harassment and abuse and how the reports will be managed.

2. Definitions

2.1 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 as:

¹ Adults at risk is defined as “any person aged 18 or older who is engaged in activities in connection with the [NATIONAL FEDERATION] (whether as a Participant or otherwise) and who is, or may be, vulnerable to or unable to protect themselves against harm or the risk of it (whether generally or a result of circumstances in which they find themselves at the relevant time).

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- (i) **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.
- (ii) **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.
- (iii) **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.
- (iv) **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.
- (v) **Neglect** — within the meaning of this Policy means the failure of a coach or another person with a duty of care towards the Covered Individual to provide a minimum level of care to the Covered Individual, 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 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.

2.2 Covered Individual means any person in one or more of the following categories:

- (i) [NATIONAL FEDERATION] **Athletes** and **Support Personnel** (any Coach, Trainer, Athlete, Horse Owner, Groom, Steward, Chef d'Equipe, parent, spouse or partner, family member, team staff, Official, Veterinarian, medical, or paramedical personnel or any other person assisting in any fashion a person participating in or preparing for a [NATIONAL FEDERATION] event);
- (ii) [NATIONAL FEDERATION] **Representatives**, such as [NATIONAL FEDERATION] Board Members, Members of a Committee or Sub-Committee thereof, working group and task force members, officials, employees and consultants;
- (iii) **Accredited Persons** at a [NATIONAL FEDERATION] event and/or [NATIONAL FEDERATION] meeting;
- (iv) **Organiser and Organising Committee members**, subcontractors and volunteers.

2.3 Protected Person means any individual participant in equestrian sport, including Athletes, Support Personnel, volunteers and employees in all equestrian Disciplines.

3. Scope of the Policy

3.1 This Policy shall apply to all Covered Individuals.

3.2 It shall be the personal responsibility of every Covered Individual to make themselves aware of this Policy including, without limitation, what conduct constitutes a violation of this Policy and to comply with those requirements. Covered Individuals should also be aware that conduct prohibited under this Policy may also constitute a criminal offence and/or a breach of other applicable laws and regulations including other regulations of

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[NATIONAL FEDERATION] or any other Sports Organisations. Covered Individuals must comply with all applicable laws and regulations at all times.

4. Prohibited Conduct

The following conduct is prohibited and constitutes a violation of this Policy:

4.1 Psychological Abuse;

4.2 Physical Abuse;

4.3 Sexual Harassment;

4.4 Sexual Abuse;

4.5 Neglect;

4.6 Engaging, or attempting or threatening to engage, in conduct that directly harms the physical and/or mental welfare and/or safety of one or more Protected Persons;

4.7 Posing a risk of harm² to the physical and/or mental welfare and/or safety of one or more Protected Persons.

4.8 Complicity, i.e. assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this Policy:

4.9 Retaliation, i.e. any adverse action taken by a Covered Individual against a person participating in any investigation or proceedings initiated by [NATIONAL FEDERATION] pursuant to this Policy. Retaliation by a Covered Individual against a person for making an allegation, supporting a reporting party, or providing information relevant to an allegation is a serious violation of this Policy.

4.10 Failure to cooperate.

- (i) Failing to cooperate with any investigation carried out by, or on behalf of, [NATIONAL FEDERATION] in relation to a possible breach of this Policy, including, without limitation, failing to provide accurately, completely and without undue delay any information and/or documentation and/or access or assistance requested by [NATIONAL FEDERATION] as part of such investigation.
- (ii) Obstructing or delaying any investigation that may be carried out by, or on behalf of, [NATIONAL FEDERATION] in relation to a possible violation of this Policy, including without limitation concealing, tampering with or destroying any documentation or other information that may be relevant to the investigation.

4.11 Intentionally making false accusations.

It is not necessary for conduct (or attempted or threatened conduct) to take place in the context of equestrian sport in order for action to be taken pursuant to this Policy, provided that [NATIONAL FEDERATION] considers that any such conduct suggests a risk of harm to one or more Protected Persons in the context of their participation in equestrian sport. For the avoidance of doubt, conduct that took place prior to this Policy coming into effect may indicate a risk of harm within the meaning of Article 4.7.

² 'Harm' is not a narrow concept and can mean different things in different contexts, but (in very general terms) it can be considered as meaning ill-treatment or the impairment of health, welfare or development. Harassment and abuse are examples of conduct that cause harm.

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5. Reporting Procedures

Everyone is responsible for ensuring that no one suffers from harassment and abuse. Therefore, anyone who has a concern about a possible incident of harassment or abuse should report it to the [NATIONAL FEDERATION] at the first available opportunity.

If an individual is at immediate risk of serious harm the matter should be reported to the emergency services immediately. Similarly, if in the [NATIONAL FEDERATION]'s reasonable opinion, the reported behaviour amounts to potentially criminal behaviour, it should be reported to the relevant law enforcement authorities. If the victim is under 18 years of age there is a duty to report.³

5.1 How to report incidents and concerns of harassment and abuse

Reports of harassment or abuse should be submitted to [NATIONAL FEDERATION] as follows:

- (i) Using the Safeguarding Report Form (*add link*)
- (ii) By email (*add email address*)
- (iii) In person to the Safeguarding Lead (*add name and contact details*)

The following information should be provided:

- (i) The name(s) of the complainant(s);
- (ii) The type of misconduct alleged (including psychological abuse, physical abuse, sexual harassment, sexual abuse, and neglect);
- (iii) The name(s) of the alleged victim(s);
- (iv) The name(s) of the individual(s) alleged to have committed the misconduct;
- (v) The approximate date(s) and location(s) where the misconduct was committed;
- (vi) The names of other individuals who might have information regarding the alleged misconduct; and
- (vii) A summary statement of the reasons to believe that misconduct has occurred.

For reports where a Child⁴ is involved, in any capacity, it is important that the best interests of the Child are of primary consideration throughout the reporting and case management process.

5.2. Anonymous Reporting

[NATIONAL FEDERATION] recognises it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made as follows:

- (i) by completing [NATIONAL FEDERATION] Safeguarding Report Form *without* including their name;
- (ii) by expressing concerns of misconduct to the [NATIONAL FEDERATION] Safeguarding Lead or other member of the Safeguarding team.

Please be aware that anonymous reporting may make it difficult to investigate or properly address allegations.

³ This may differ by country and legal advice should be sought to ensure alignment with local legislation.

⁴ The United Nations Convention on the Rights of the Child defines child as “a human being below the age of 18 years unless under the law applicable to the child, majority is attained earlier”

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6. Confidentiality

To the extent permitted by law, and as appropriate, [NATIONAL FEDERATION] will handle any report it receives confidentially and discreetly and will not make public the names of the complainant(s), potential victim(s), or accused person(s); however, [NATIONAL FEDERATION] may disclose such names on a limited basis when conducting an investigation, or reporting to the FEI or relevant bodies or when required to do so under applicable law.

[NATIONAL FEDERATION] may update any individual who has filed a safeguarding report with [NATIONAL FEDERATION] on the status of (i) their report; and/or (ii) the related safeguarding procedure (if applicable). [NATIONAL FEDERATION]'s provision of such updates shall not constitute a violation of the confidentiality provisions of this Article 6.

7. Case Management

At [NATIONAL FEDERATION], the Safeguarding Lead is responsible for managing and coordinating reports received under this Policy.

Following the receipt of an allegation of prohibited conduct, [NATIONAL FEDERATION] will consider the following:

- (i) **Jurisdiction** – the details of the report will be assessed to determine whether the [National Federation] has jurisdiction to address the complaint. [NATIONAL FEDERATION] will report any behaviour, which in the reasonable opinion of [NATIONAL FEDERATION], amounts to potentially criminal behaviour to the relevant law enforcement authorities. Regardless of jurisdiction, for all cases reported to [NATIONAL FEDERATION], the Safeguarding Lead shall keep a record of the status of the reports to ensure appropriate follow-up.
- (ii) **Notification** – [NATIONAL FEDERATION] may consider the circumstances in which it will notify other Athletes and/or the parents (or legal guardians) of Athletes with whom the accused individual may have had contact. At [NATIONAL FEDERATION]'s discretion, and as appropriate or required by law, [NATIONAL FEDERATION] may notify relevant persons, i.e., competition managers, staff members, contractors, volunteers, parents (or legal guardians), and/or Athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that [NATIONAL FEDERATION] is investigating. Advising others of an allegation may lead to additional reports of harassment or abuse and other misconduct.
- (iii) **Investigation** – if [NATIONAL FEDERATION] has jurisdiction over the complaint, it may carry out an investigation to gather information and evidence. Depending on the nature of the report, the investigation may be carried out internally or by an external investigator.
- (iv) **Assessment** - Following the investigation, the Safeguarding Lead/SCMG will consider the information gathered to determine whether there has been a violation of the policy and the appropriate action. In some cases, e.g. for some low level concerns, a warning letter may be issued by the Safeguarding Lead/SCMG.

8. Judicial Process

Following an investigation by or on behalf of [NATIONAL FEDERATION] pursuant to this Policy, the [NATIONAL FEDERATION] shall evaluate all the evidence and may decide to open a safeguarding procedure by referring the matter to the [INSERT NAME OF THE NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES].

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The [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] shall have jurisdiction to decide on alleged breaches of this Policy in the first instance according to the process set out in the [NATIONAL FEDERATION] Disciplinary Regulations. The [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] may, either on its own initiative or upon the application of one or all of the parties concerned, stay the proceedings before the [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] pending the outcome of any related criminal or civil investigation and/or proceedings

Any case referred to the [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] pursuant to this Policy will be dealt with according to the procedures set out in the [NATIONAL FEDERATION] Disciplinary Regulations.

Where appropriate, [NATIONAL FEDERATION] may wait until the outcome of any related criminal or civil investigation and/or proceedings is known before deciding whether or not to refer a case to [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES].

8.1 Provisional Measures

[NATIONAL FEDERATION] may impose provisional measures, including a provisional suspension, on the Covered Individual. [NATIONAL FEDERATION] shall also be entitled to recognise and apply provisional suspensions and/or provisional measures imposed by other bodies, such as clubs or Safeguarding authorities. Where a provisional measure is imposed or recognised and applied by the [NATIONAL FEDERATION], a Covered Individual shall be entitled to apply to the [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] for relief against such provisional measures, including the lifting of a provisional suspension.

Where a provisional measure is imposed, this shall be taken into consideration in the determination of any sanction which may ultimately be imposed.

8.2 Sanctions

8.1. Where it is determined that a violation has been committed, the [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] shall impose an appropriate sanction upon the Covered Individual from the range of permissible sanctions set out in the [NATIONAL FEDERATION] Disciplinary Regulations.

8.2. When determining the appropriate sanctions applicable, the [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] shall take into consideration all aggravating and mitigating circumstances and shall detail the effect of such circumstances on the final sanction in the written decision.

8.3 The [NATIONAL FEDERATION] shall be entitled to prevent any person (regardless of whether they are a Covered Individual or not) convicted of a criminal offence which would constitute a violation of this Policy from participating in any meetings or activities surrounding any [NATIONAL FEDERATION] competition or event, including as a spectator.

8.3 Appeal

An appeal may be lodged against a decision of [NATIONAL FEDERATION BODY WITH AUTHORITY TO DECIDE ON THESE CASES] in accordance with the [NATIONAL FEDERATION] Disciplinary Regulations.

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9. Mutual Recognition of Sanctions & Duty to Inform

9.1. Subject to the right of appeal, any decision taken by the [NATIONAL FEDERATION] pursuant to this Policy must be recognised and respected by all clubs.

9.2 Where the [NATIONAL FEDERATION] is informed that a Covered Individual has been:

- (i) convicted of a criminal offence which would constitute a violation of this Policy;
- or
- (ii) held by their Club or any other competent sports governing body to which the Covered Individual is subject, to have committed a violation which would constitute a violation under this Policy, the [NATIONAL FEDERATION] shall recognise the applicable conviction/decision imposed.

Where appropriate, the [NATIONAL FEDERATION] reserves the right to open a separate safeguarding procedure against the Covered Individual in relation to their [NATIONAL FEDERATION] related activities.

9.3 Clubs shall promptly inform the [NATIONAL FEDERATION] of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any conduct falling within the scope of Article 4 of this Policy.

9.4 The [NATIONAL FEDERATION] shall promptly inform the clubs of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any conduct falling within the scope of Article 4 of this Policy.

9.5 The [NATIONAL FEDERATION] shall promptly inform the FEI of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any conduct falling within the scope of Article 4 of this Policy.

10. Educational resources list

(National Federations should add any local resources/helplines to this list that may be relevant)

- (i) FEI Safeguarding: <https://inside.fei.org/content/general-regs-statutes>
- (ii) IOC Safe Sport: <https://olympics.com/ioc/safe-sport>
- (iii) Safe Sport International: <https://www.safesportinternational.com/>
- (iv) International Safeguards for Children in Sport:
<https://www.sportanddev.org/research-learning/guiding-toolkits/child-protection-and-safeguarding>
- (v) UN Convention on Rights of the Child: <https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child>
- (vi) International Helplines:
 - a. Child Helpline International <https://childhelplineinternational.org/helplines/>
 - b. Pro Safesport Plus https://pjp-eu.coe.int/en/web/pss/home/-/asset_publisher/flyIrsApJR5A/content/welcome-to-the-pro-safe-sport-website-?inherit

ANNEX 2

[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/athlete/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) / carer(s):	
Names:	Email addresses:
Phone numbers:	
VICTIM OR VICTIMS' INFORMATION	
Name:	Age (or approximate age):
Gender – male/female/other:	Discipline:
Position/role - coach/official/trainer/groom/athlete/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) / carer(s):	
Names:	Email addresses:
Phone numbers:	
INCIDENT/CONCERN OF HARASSMENT & ABUSE	
Type(s) of abuse/nature of 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 concerns:	

[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.

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 might helpful to an investigation. Please submit as a separate attachment as necessary.	
REPORT SUBMITTED BY	
Your name:	Your role - coach/official/trainer/groom/athlete/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 concerns? 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.