

SAFEGUARDING AT MAJOR SPORTING EVENTS TOOLKIT



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Acknowledgements

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- » The 80 Pacific participants from 11 Pacific Island Countries at the third regional safeguarding in sport workshop in Nadi - September 2025

Cover Image: Palau 2025 Pacific Mini Games Safeguarding Officers

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Acronyms

FIFA – International Federation of Association Football

OIN – Oceania Impact Network

ONOC – Oceania National Olympic Committee

NOC – National Olympic Committee



Glossary

Affected person: A victim/survivor or person who has experienced harm or abuse.

Athlete entourage: All the people associated with the athletes, including managers, agents, coaches, physical trainers, medical staff, scientists, sports organisations, sponsors, lawyers and any person promoting the athlete's sporting career, including family members.

Delegation: Athletes and officials from a participating country or team.

Intimate care: Assisting someone with personal hygiene and bodily functions that are private and sensitive, requiring consent, respect, privacy and trust.

Officials: Administrative and technical officials – chef de mission, safeguarding officer, managers, coaches, and medical personnel (e.g. doctors and physiotherapists).

Poor practice: Behaviour falling below the standards set by an organisation (usually a code of conduct). Poor practice may or may not have safeguarding implications – it ranges from less serious incidents to more serious issues. It is important to address poor practices right away to avoid them escalating into a safeguarding issue.

Safeguarding focal point: A safeguarding officer or safeguarding champion based on the scope of qualification and preference of the organisation. Depending on the scale of the event there can be more than one person in this role.

Safeguarding manager: A member of the senior management or executive team, who supervises the safeguarding focal point, and develops and implements the safeguarding strategy.

Survivor/victim: A person who has experienced harm and is the affected person. Generally, the term 'victim' is used in a reporting or legal context – either immediately after the incident and/or as the harm is being investigated. Whereas the term 'survivor' is used in the context of a person who has experienced harm some time back and is continuing to recover. It is up to the affected person whether the term 'survivor' or 'victim' is used.

Secondary harm occurs when a victim suffers further harm, not as a direct result of the harm or abuse but because of the way organisations and individuals treat them.

Secondary victimisation is caused by repeated exposure of the victim to the perpetrator, repeated questioning about the same facts, the use of inappropriate language, or insensitive comments made by people who meet the victim.

Workforce: Group of individuals involved in all aspects of delivering the sporting event, including but not limited to volunteers and staff involved in administration, transport, accommodation, catering, security, officiating (e.g. refereeing, umpiring and competition oversight), medical and physiotherapy, anti-doping and cleaning.

Young athlete: Athletes aged under 18 years.

Background

This *Safeguarding at Major Sporting Events Toolkit* (the toolkit) has been developed and produced by Team Up, an Australian Government Sport for Development program. The toolkit was initiated in 2023 based on feedback and experience from the FIFA Women's World Cup 2023 in Australia and the Solomon Islands 2023 Pacific Games, and then the Palau 2025 Pacific Mini Games. During the development process, several consultations took place, and different components of the draft toolkit were pre-tested with safeguarding focal points from both the Team Up programs and National Olympic Committees.

In 2023, several representatives from various Team Up programs across the region became safeguarding champions for the FIFA Women's World Cup in Australian venues. One learning from this involvement was the lack of guidance for Pacific sporting bodies on incorporating safeguarding at major sporting events. A consultation process was undertaken with the safeguarding champions and a skeletal outline for the toolkit was produced.

In the latter part of the same year, safeguarding discussions were held with several members of the Solomon Islands Organising Committee on incorporating safeguarding at the Solomon Islands 2023 Pacific Games. The support provided was 'light touch', with safeguarding language being incorporated into the games' sport technical manuals. The process highlighted the complexities of including safeguarding in Pacific countries, the experience of which informed this toolkit and safeguarding at the Palau 2025 Pacific Mini Games.

In 2025, four people from across Team Up programs and partners were engaged to act as safeguarding champions at the Palau 2025 Pacific Mini Games. Based on their experience at the games, the safeguarding champions provided feedback for inclusion in the toolkit, and then different sections of the toolkit were tested with participants at the Oceania Impact Network (OIN) regional safeguarding skills building workshop in September 2025. Feedback from the pre-testing was taken into consideration and changes made accordingly. In December 2025, the toolkit was presented at the OIN regional safeguarding community of practice webinar and thereafter the content was finalised.

Introduction

In the Pacific, sports governance, systems and processes are complex and intimately shaped by Pacific local contexts including community-based systems, social relationships, cultural norms, respect hierarchies and education levels. The Pacific sporting bodies function with intersecting roles, limited resources and inadequate policies, while also relying heavily on volunteers who may hold multiple roles.

This means the safeguarding needs, risks, reporting and responses in the Pacific can be very specific and differ from other regions and countries.

As such, Pacific sporting bodies and organisations require a culturally situated toolkit which not only responds to their needs, but also acknowledges the governance, operations and sports ecosystems in the region.

The Team Up partners, regional sport stakeholders and safeguarding champions have identified several key components for the toolkit to ensure it is appropriate for a diverse Pacific sporting context. Team Up has also benefitted from participation in the International Safeguards for Children in Sports Advisory Committee – this helped to benchmark safeguarding standards and knowledge.

This toolkit is intended to guide the efforts of those responsible for ensuring sporting events in the Pacific are safe for all involved. This includes sporting bodies in the region such as the Pacific Games Council, Micronesian Games Council, regional sporting event organising committees, members of Organisations of Sports Federation of Oceania and other regional sporting federations, National Olympic Committees, National Paralympic Committees, national games organising committees and national sports federations.

Principles

The toolkit's principles are the underlying values which guide the implementation and use of the toolkit's various safeguarding protocols and procedures. These principles will also support decision-making when complicated situations are encountered.

The key principles are:

Do no harm

- ▶ Ensure that when handling the concern or complaint you do not expose or cause any kind of harm to the survivor/victim or the person who has raised the concern.
- ▶ Protect affected persons and witnesses from risk and exposure to harm (to prevent secondary victimisation).
- ▶ Respond sensitively and safely to incidents and complaints.

Survivor/victim centred approach

- ▶ Make decisions and take actions in the best interests of the survivor/victim; consider their needs and priorities throughout the reporting and investigative process.
- ▶ Prioritise the immediate safety of the survivor/victim and support them to access medical, legal or psychosocial support services.
- ▶ Consider the dignity, needs and wishes of the survivor/victim throughout the investigation process while balancing these with accountability obligations.
- ▶ Support the survivor/victim to be involved in decisions that affect them, as much as possible and appropriate to the case.

Trauma informed approach

- ▶ Create a safe and supportive environment at the sporting event for affected persons and witnesses to share concerns and file reports.
- ▶ Have support structures in place through external and/or in-country experts and organisations.
- ▶ Train the safeguarding team on signs of trauma and how it manifests.

Duty of care

- ▶ Take reasonable steps to ensure people are safe, especially children and those belonging to vulnerable population groups, while also promoting their wellbeing and protecting them from harm when under the care of sports officials and/or participating in sport.
- ▶ Address poor practices or risks to prevent harm.

Best interests of the child

- ▶ Make all decisions and actions pertaining to a child in their best interest.
- ▶ Consider the need to protect children from harm, protect their rights, and promote their development considering their age and stage of development.

Accountability

- ▶ Be transparent and apply sanctions and consequences for violations or poor practices and apply these consistently without regard to factors such as status, country, position or political affiliations.
- ▶ Document investigative and disciplinary processes, including decisions.
- ▶ Promote that everyone in sport should act responsibly and uphold standards.

Data protection and confidentiality

- ▶ Know that data protection is about how the information is stored and managed, whereas confidentiality is how and whom it is shared with.
- ▶ Handle personal and sensitive information with care and share it on a need-to-know basis to prevent secondary harm and re-traumatisation.
- ▶ Protect privacy while prioritising safety but balance this with mandatory reporting.
- ▶ Meet ethical responsibilities and build trust in the safeguarding systems.



Palau 2025 Pacific Mini Games Safeguarding Officers Yannick Jimmy and Summer Saunders

Planning in advance

Several components need to be discussed and determined before the major sporting event to ensure effective safeguarding at the event/tournament/game. One of the key components is the safeguarding strategy and operational plan; the other is the case management committee.

The organising committee should appoint a competent safeguarding manager in advance of the event to help develop the strategy and plan, and to set up the case management committee and procedures.

Safeguarding strategy and operational plan

The safeguarding strategy is a high-level explanation of the commitment, priorities and approach to safeguarding at the major sporting event, whereas the operational plan outlines how this will be done, by whom and when. The operational plan puts the strategy into action and is practical and detailed. It describes what will happen before, during and after the sporting event. Both the strategy and plan can be put into one document for ease of reference.

A combined strategy and operational plan might be structured in the following way:

1. Background

2. Sporting event context and approach

- ▶ Details on the sporting event
- ▶ Principles
- ▶ Policies
- ▶ Scope

3. Objectives and operational plan

- ▶ Prevention activities
- ▶ Safeguarding risk assessment
- ▶ Development and implementation of procedures
- ▶ Stakeholder mapping and partnerships, including referrals
- ▶ Education and awareness
- ▶ Response activities
- ▶ Reporting and case management system

4. Safeguarding team and stakeholder roles

5. Timelines, resources and budgets

Case management

A major sporting event generally involves different venues, countries, cultures and jurisdictions. When safeguarding incidents occur or disclosures are made during game time, it is crucial they are managed efficiently, diligently and safely in line with the established strategy and guiding principles– especially given the complex and high-pressure environment of competitions.

Case management is the process through which safeguarding complaints or incidents are received, addressed and managed. It includes investigating, documenting and closing safeguarding cases. This process is guided by safeguarding policies and procedures, and/or the organisation’s ethics, integrity or disciplinary protocols.

Case management is the responsibility of the case management committee. The general task of this committee is to assess the complaint and any actions undertaken and identify the next steps. If the committee already has a member who is competent and qualified to undertake the investigation, or who can undertake the investigation with the safeguarding manager’s support, they should do so. Alternatively, the committee may appoint an investigating officer (this person is to be identified before the event). The findings of the investigation are reviewed, and proportionate actions undertaken.

The case management committee can put in place interim measures such as temporary suspension or change in accommodation as part of risk management, while the investigation is underway.

The case management committee will communicate any issues to the organising committee that need addressing because of the case and make any further referrals. The committee will also ensure that regular risk assessments are carried out, and mitigation strategies applied during management of the case.

Before the major sporting event it is important for the host body and/or organising committee to determine the case management committee members and the process, including which policies govern and support their roles and decisions, and what the terms of their responsibilities are.

Generally, the safeguarding manager would triage reports or concerns according to ‘poor practice’, ‘poor practice with safeguarding concern’ or safeguarding incident’. Based on the safeguarding manager’s assessment, the matter would be escalated to the case management committee, or the safeguarding manager would attend to it in consultation with the respective workforce managers, team safeguarding officers and/or the organising committee lead.

When an incident is escalated to the case management committee, it needs to make decisions or at the very least make preliminary decisions within hours or a couple of days. Matters of multiple jurisdictions also need to be considered, as visiting teams or officials/athletes may be governed under different policies and people may leave countries once their games or events conclude.

The case management committee should not be large, so as to avoid slow decision-making. It is recommended the committee has between three and five members. These members are to ensure that decisions are coordinated, and the cases are handled in a consistent and fair way, since a major sporting event is likely to have many stakeholders, roles and operational pressures.

At the conclusion of the event, the case management committee will ensure all cases are closed or handed over, closing the loop and ensuring there is accountability, improvement for future events and continuity of care towards affected persons.

It is also important to remember that the case management committee's role is to conduct and manage an administrative investigation into whether an incident violates the safeguarding policies and code of conduct. The standard of proof is that on a balance of probabilities, it is more likely a violation happened than not.



Safeguarding Champion Toluva Keneti at the FIFA Women's World Cup 2023

Roles and responsibilities

The two key safeguarding roles at a major sporting event are those of the safeguarding manager and safeguarding focal point/s. The safeguarding manager, or sporting body/games organising committee in consultation with the safeguarding manager, should select the safeguarding focal point/s. Once selected, they support the safeguarding manager to deliver safeguarding at the major event.

In addition, individual playing teams or country teams may appoint their own safeguarding focal point/s to support team members. The team based safeguarding focal point/s should work closely with the event safeguarding manager to ensure a coordinated and consistent safeguarding approach.

Minimum standards for a safeguarding manager

The person in this position should be appointed in advance, during the planning phase of the major sporting event, so as to ensure safeguarding is included from the outset. Candidates should have demonstrated experience in safeguarding, child protection, gender-based violence prevention, and the ability to manage sensitive disclosures. They should have a strong understanding of gender, children's rights and human rights. Apart from this they should be aware of local laws and have some experience in major sporting events.

The safeguarding manager should have clear authority to triage, act and make safeguarding decisions and report directly to the organising committee chair and/or sporting body director.

The safeguarding manager's responsibilities include:

- develop and implement the safeguarding strategy and operational plan
- provide leadership and safeguarding oversight at the major sporting event
- conduct safeguarding awareness and risk assessment for the major sporting event
- collaborate with the organising committee to establish reporting procedures and systems, including identifying support systems
- provide safeguarding briefings to event workforce and volunteers
- liaise and advise the sporting body/organising committee leads
- manage and/or support case management
- draft a report at conclusion of the event.

The safeguarding manager should not have a reputation, or any concerns around them for bullying, sexual harassment or aggression towards colleagues or peers. They should be confident and approachable and have good communication skills when interacting with both adults and children.

They should also have a demonstrated ability to:

- keep calm when a concern is raised, especially if a child or adult needs assistance
- empathise with children and young people and ensure that their needs and interests remain the focus of all actions and decisions
- work with others to ensure safeguarding and related policies are implemented effectively
- deliver training and presentations
- keep records and write reports.

Minimum standards for a safeguarding focal point

The safeguarding focal point should have participated in at least two safeguarding training workshops and completed at least one certification.

Some examples of safeguarding training are the OIN regional safeguarding in sport workshops, as well as the safeguarding workshops of Team Up, the National Olympic Committees, International Sports Federation and others delivered by internationally or nationally recognised safeguarding authorities. Participation in these training workshops should ensure participants are competent to explain what safeguarding is, types of safeguarding issues, principles of safeguarding, and reporting protocols and procedures.

The certification can be done in person or online. The following are some recommended online certifications:

Safeguarding Essentials:

<https://www.open.edu/openlearncreate/course/view.php?id=9254>

International Olympic Committee Certificate Program in Safeguarding Officer in Sport:

<https://www.sportsoracle.com/course/ioc-certificate-safeguarding-officer-in-sport/>

International Federation of Association Football (FIFA) Guardians Safeguarding in Sports:

<https://safeguardinginfootball.fifa.com/>

Safe Sport International:

<https://www.safesportinternational.com/online-courses/>

Responsibilities of the major sporting event safeguarding focal point(s) include, but are not limited to:

- participate in workforce and volunteer briefings
- support the delivery of safeguarding awareness
- support team arrival briefing sessions
- conduct awareness and visibility activities during game time, raising the profile of safeguarding

- identify safeguarding concerns and support documentation (and related processes) associated with safeguarding reports and incidents
- promote safe spaces and other safeguarding and child protection activations
- other tasks as identified by the safeguarding manager.

Responsibilities of the team-based safeguarding focal point(s) include, but are not limited to:

- conduct safeguarding awareness among the athletes and officials
- identify safeguarding concerns and support documentation (and related processes) associated with safeguarding reports and incidents
- work in close collaboration with the event's safeguarding manager and focal point(s)
- observe and identify poor practices, and work with relevant people to address them
- promote compliance with major event policies and code of conduct
- be familiar with the reporting mechanisms.

Safeguarding education is a continuous journey, and hence it is best that refresher training is done on a regular basis – through workshops, online courses or the OIN's community of practice sessions.

Background checks

A police clearance should be carried out before any person is appointed as a safeguarding focal point. If police clearances are not available then character references from village heads, provincial councils or community leaders should be obtained.

It is also important that the person has credibility and integrity and will take the responsibility of the role seriously. This means they have a good reputation built on integrity, reliability and trustworthiness in sport, in a sporting organisation and/or in their community. Any experience working with children and vulnerable population groups is an added advantage. The personal values and behaviour of the appointed safeguarding focal point should align with human rights, and they should display the required empathy for listening and responding sensitively to concerns. The person should be approachable so people can feel free and comfortable to reach out.

The above considerations should be applied both to the major event and country team safeguarding focal points.

Safeguarding risk assessment

The purpose of the risk assessment is to:

- identify whether there are any significant risks of someone being harmed
- if so, decide which actions are needed to reduce or eliminate the risk.

The following is a simple safeguarding risk assessment template that can be adapted for use at a major sporting event. Some specific risks for each risk category have been provided as a guide to start the assessment. Note that based on the nature of the sporting event, the risks could be different or reduced; hence it is important to consult with the organising committee at the start of the planning phase to do the risk assessment. This will ensure the actions to mitigate the risk are implemented.

The risk rating means the likelihood of harm occurring:

High: No mitigating arrangements are in place to address the risk and the likelihood of an incident occurring is high because no action has been taken yet.

Medium: Some mitigating arrangements are in place but may not be consistently applied or understood by all, hence the likelihood of an incident occurring is medium.

Low: Strong mitigating arrangements are in place and have been clearly communicated and consistently applied by all, hence the likelihood of an incident occurring is low.



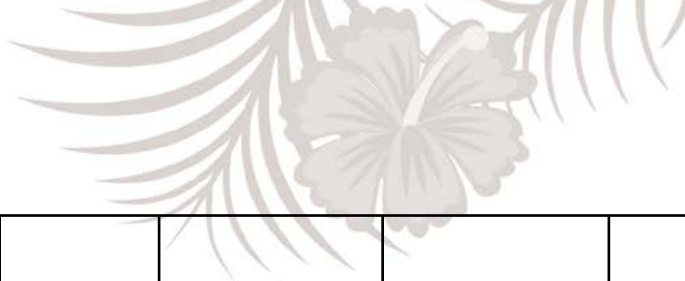
Team Up GEDSI and Safeguarding Advisor Roshika Deo, para-athlete Mere Roden and Smash Down Barriers Program Manager Harvi Yee at the Palau 2025 Pacific Mini Games

Date/time:
Event:
Location/s:
Children/vulnerable adults involved:

Name of person responsible for updating this risk assessment document:

General safeguarding risk areas	Specific risks	Actions needed to reduce or remove each risk	Current risk likelihood: high, medium, or low	Person/ department/ timeline responsible for addressing the issue and by when	Progress Monitor that actions are taken and completed within set deadlines	
People	People don't report safeguarding concern					
	Adults fail to adequately supervise children					
	People use discriminatory or harmful language					
	Inappropriate relationship that crosses professional boundary between adults and children					
	Personal boundary violations or abuse disguised as 'treatment' against children by medical staff and physiotherapists					

General safeguarding risk areas	Specific risks	Actions needed to reduce or remove each risk	Current risk likelihood: high, medium, or low	Person/ department/ timeline responsible for addressing the issue and by when	Progress Monitor that actions are taken and completed within set deadlines
	Venues with young athletes or vulnerable groups that are open to the public – uncontrolled areas				
Venues and facilities	Medical and physiotherapy care being provided in public or spectator areas with no privacy and dignity				
	No accessible toilets and shower facilities for para-athletes				
	Safeguarding reports shared beyond those who need to know				
Information	Inconsistent records and poor documentation between shifts				
	Workforce and officials unsure about what information should be reported to safeguarding team				
Travel and accommodation	Staring and sexually suggestive comments in changing and shower areas				



General safeguarding risk areas	Specific risks	Actions needed to reduce or remove each risk	Current risk likelihood: high, medium, or low	Person/ department/ timeline responsible for addressing the issue and by when	Progress Monitor that actions are taken and completed within set deadlines
	Young athletes sleeping with adult athletes in the same room				
	No separation of sleeping spaces for women and men officials/athletes				
	Shuttles transporting athletes, including young athletes, to dining hall in the evenings with no supervision				
	Poor lighting along the pathways to the toilets which are located at a distance from the accommodation				
	Photos taken of young athletes in changing rooms				
Communications and social media	People are confused about how to report safeguarding concerns				
	Use of mobile phones in showers and changing room				

General safeguarding risk areas	Specific risks	Actions needed to reduce or remove each risk	Current risk likelihood: high, medium, or low	Person/ department/ timeline responsible for addressing the issue and by when	Progress Monitor that actions are taken and completed within set deadlines
	Sexualised and sexist slurs and emojis directed at athletes, including young athletes, on the official social media channels				
	Heat stress leading to injury and extreme fatigue				
General welfare issues	Structure of games and schedule leaving little time for rest and recovery				

Safeguarding guidelines

The safeguarding guidelines are designed to reduce the risk of harm to, and abuse of, athletes, delegations and the workforce, especially for the more vulnerable groups such as young athletes under the age of 18, para-athletes, and women. The guidelines are not exhaustive and can be adapted based on the context of the sporting event.

Accommodation guidelines



1. Athletes of similar age groups should be put in one room. As much as possible adult athletes should not be put in the same room as athletes under the age of 18.
2. Coaches, officials and other entourage personnel should not be sharing the same room as athletes.
3. Athletes should not share the same bed with other athletes or entourage members.
4. There should be no mixed genders sharing in the same room.
5. The toilets and showers should be different for girls/women and boys/men and marked accordingly, and wherever possible a gender-neutral facility should be made available.
6. Athletes should not shower at the same time in the same shower cubicle with other athletes or entourage members.
7. Younger athletes should be placed in rooms closest to the toilets/showers.
8. Ensure that the appropriate level of supervision is provided. This should take into consideration the gender, age and number of athletes. The rooms of the supervisors should be close to the athletes, especially the young athletes, but they should not be accommodated in the same room.
9. No smoking inside any of the accommodation venues, especially around young athletes, to avoid exposing them to passive smoking.
10. Entourage members and athletes should not use changing and showering facilities at the same time. If possible, designate separate showers and toilets for the entourage members.
11. Ensure all athletes have privacy when using their accommodation, changing room and toilet/shower facilities.

Accommodation and transport guidelines for para-athletes



1. It is highly recommended that wheelchair users are accompanied by their carer to major events.
2. If Deaf or hard of hearing athlete/s are in attendance, ensure a sign language interpreter or other communication support is available.
3. There should be ramp access to para-athlete rooms and the allocated toilets/showers.
4. Athletes with physical disability and wheelchair users will require showers and toilets with handrails to use the facilities safely. The rails should be adjusted to a height that accommodates wheelchair users. A shower chair should be available for para-athletes to use.
5. Rooms for para-athletes should be close to the accessible bathroom and toilets.
6. Ensure cupboards or storage spaces are not located up high where wheelchair users can't reach or access them.
7. Transport should have ramp access and para-athletes should be treated with dignity and respect as they get into and off transport.
8. Rooms and bathroom/toilet doors should open wide enough, and the swing path of the door should open with enough space to manoeuvre a wheelchair in and out whilst holding or pushing open the door.
9. The direction the door opens is important to allow para-athletes to open it independently, especially for showers and toilets.
10. Hold discussions with the para-athletes about their needs before the event so there is sufficient time to put in reasonable accommodations.



Safeguarding Officers at the Palau 2025 Pacific Mini Games event

Chef de mission guidelines



1. Brief the athletes, especially the young athletes, about who they should come to if they need help to walk to the shower or toilets, especially in the evening. Consider that the supervisor you appoint should be of the same gender.
2. If adult supervision is unavailable, implement a buddy system among the young athletes and ensure the ‘buddies’ are comfortable with each other.
3. Let the athletes and entourage members know they are not allowed to use their camera or phone in the shower and toilet areas because of privacy considerations and to manage the risk of harm.
4. Before travel to the event, check with the para-athletes or parents of the young athletes as to their specific care requirements and make a plan on how best to support them.
5. Brief the team on the rules that no entourage members should be alone in a closed room with an athlete and that they should always have another person accompanying them.
6. Share with all the entourage members and accommodation managers that no-one should enter an athlete’s room without knocking.
7. Advise all entourage members that they should not be exposed or change clothes in front of the athletes.
8. Ensure no-one provides intimate care to para-athletes or young athletes.
9. Create a supportive and empowering environment – encouraging athletes and delegation members to report any concerns.



Safeguarding Champions Asiani Vagi and Justine Samu at the FIFA Women’s World Cup 2023

Venue and sporting venue guidelines



1. The safeguarding manager should be included in all venue, organising and operational meetings.
2. There should be clear zoning at venues and accreditation checks (public, athlete only, staff only, restricted access to changing rooms etc.)
3. Volunteers and staff should be easily identifiable and visible through uniforms and identification badges.
4. Physiotherapy and medical treatment areas should be assigned to locations to protect the athletes' privacy and dignity.
5. There should not be any one-to-one situations with young athletes.
6. Child-friendly lost person procedures should be in place in consultation with sporting event security.
7. There should be a clear mechanism for spectators to report concerns.
8. Safeguarding information should be clearly displayed around venues and available in relevant language/s and formats.
9. The safeguarding manager's contact number should be shared widely among the workforce, athletes and entourage.
10. Venue staff should be fully aware of how to respond when disclosures are made
11. There should be quiet rooms or spaces available for people with sensory disabilities and for recording complaints.
12. Regular venue and team check-ins are to be undertaken by the event safeguarding team.
13. Alternative accommodation must be available as a backup if witnesses or victims/survivors, or perpetrators, have to be moved as part of a risk assessment or interim measures.



Safeguarding Champion Kiko Penitani at the FIFA Women's World Cup 2023

Social media and communication guidelines



1. No posting of personal contact details or the location of children and young people.
2. All images of children, young athletes and women should be non-sexualised, respectful and appropriate.
3. Informed consent should be sought from both parents/guardians and young athletes for images/videos. For adult athletes their informed consent is adequate.
4. Images and videos at major sporting events must only be taken and used with informed and voluntary consent, prioritising the safety, dignity and best interests of children at all times.
5. No children who are part of a safeguarding concern or investigation process should be publicly identified.
6. No homophobic, sexist, sexualised, discriminatory or degrading comments are to be shared or posted in online spaces.
7. Filters and/or blockers should be used on social media channels to block abusive or harmful words before they appear.
8. No photography or filming should take place in changing, sleeping and shower areas.
9. Adults should not initiate any private messaging with young athletes or children involved in the sporting event. Any such messaging should include team officials and/or parents or carers.
10. All safeguarding-related communications must be handled by the event safeguarding manager or authorised executive leadership.
11. Any communication – especially crisis communication – should incorporate the ‘do no harm’ approach and be treated as strictly confidential.



Safeguarding champions Michelle Paiti, Ema Levaci, Palu Uhatahi-Tu'amoheloa with Joanna Lester and members of the FIFA team at the Women's World Cup 2023

Code of conduct

A code of conduct states the behaviours expected from staff, participants, volunteers, officials, athletes, and others involved with the event. It helps people to recognise and be aware of what is acceptable and unacceptable behaviour and the consequences if the code of conduct is not followed.

The code of conduct functions both as a preventive and response measure. As a preventive measure it helps establish a clear standard for the required behaviour. It clarifies the possible consequences of failing to comply. This reduces the likelihood of poor practice arising.

As a responsive measure, the code of conduct helps everyone recognise inappropriate behaviour and report individuals who may have done something not allowed. The code of conduct supports the organisation to investigate, manage wider risk and, if appropriate, act when someone has failed to comply.

There is no one-size-fits-all for a code of conduct and it can differ in content and approach based on the sport, event and procedure.

Some sample codes of conduct are:

'Workforce and volunteers'

Introduction and scope

This code of conduct sets out the behaviour and conduct expected of the workforce and volunteers (hereon referred to as the participants). This policy is to promote the highest standard of conduct, wellbeing and safety at the games.

This code of conduct is not to replace but to supplement similar rules or policies in place for the workforce to ensure the highest standard of conduct applies during the event.

This code of conduct applies to all the games' workforce and volunteers accredited to the games and who are bound by and required to comply with this code of conduct.

Standards

A. *All the participants must:*

1. Treat everyone involved in the games – including their peers, staff, volunteers and athletes – with respect and dignity.
2. Put the best interests of children first.

3. Demonstrate good behaviour by not using abusive or foul language, and by not harassing other participants, athletes, the athlete entourage team, fans or anyone else associated with the games.
4. Respect and deliver on the duty of care towards athletes and an enhanced duty of care towards young athletes and children engaged in the games.
5. Recognise their individual and collective responsibility to create an environment where all athletes, staff, volunteers and spectators/fans feel safe and their wellbeing is promoted.
6. Strive to be positive role models and display the highest standard of personal behaviour, including not smoking or drinking in front of children and young athletes.
7. In a supervisory or managerial role, ensure safe induction and supervision of volunteers/staff, including regular briefing and sharing of safeguarding protocols.
8. Ensure safe dispersal of fans and spectators from the game venue before closing or vacating the venue.

B. All the participants must not:

1. Discriminate or do anything that might discriminate against or insult someone based on their nationality, ethnic origin, religion, culture, disability, age, gender, sexual orientation, gender expression, education, colour, political opinion or any other improper ground.
2. Engage in (or encourage others to engage in) bullying, harassing, humiliating, belittling or derogatory or demeaning remarks to or about any of the participants, athletes, athlete entourage team, officials or people associated with the games. This includes on social media and other online forums.
3. Make any sexual comments or advances whether in person, through a third party or using technology that are unwanted, offend, intimidate or humiliate others.
4. Make sexually suggestive comments or remarks, even in fun.
5. Carry or consume alcohol or any unlawful substances at any games venues, official transport, games events, accommodation or the games village.
6. Consume alcohol or any other substance which may affect the performance of your role and behaviour in the workplace.
7. Engage in any transactional sex; being the exchange of money, goods, employment or services for sex or sexual favours.
8. Do things of a personal nature that a young athlete or person with disability can do for themselves, such as changing clothes or using the shower.
9. Engage in rough, physical or sexually provocative games with anyone associated with the event.
10. Swear or use abusive language or gestures towards anyone, including fans and spectators.
11. Engage in any form of inappropriate and non-consensual touching (such as slapping, kicking, shoving, kissing, hugging, fondling breasts, or touching buttocks or genitals).

12. Use physical violence or abuse against anyone engaged in the games, including fans and spectators.
13. Carry out any forms of sexual or emotional abuse or violence against anyone engaged in the games, including fans and spectators.
14. Show pornographic materials to others.
15. Abuse your position of power and trust.
16. Accept any form of bribery, cheating, betting or corruption associated with the sport or games.
17. Encourage or allow a young athlete or adult at risk to attend a private home, hotel room or secluded place where they will be alone with an unauthorised adult.

If you are working in close contact with athletes, especially young athletes under 18 years:

- Always work in an open environment, avoiding private or unobserved situations.
- If any form of physical support is required, it should be provided visibly and preferably with another person present.
- Maintain professional boundaries and do not form intimate relationships.
- If young athletes need to be supervised, always work in pairs with at least one person being of the same gender as the athlete.
- Do not be present in the room when athletes are getting changed.
- Do not use photographic or video equipment in the accommodation venues of any of athletes unless there is prior approval and consent from the relevant officials, including the athlete.

Confidential information

All participants have an obligation to protect confidential and sensitive safeguarding information which they become privy to during delivery of their role at the games.

Some participants may have access to confidential information (including addresses or telephone numbers of colleagues) and should never disclose to or discuss this information with anyone other than the persons authorised to receive it, both during and after their involvement.

Duty to report

Participants must report without delay to the safeguarding team, through one of the reporting channels, any information or incident that comes to their attention or that they experience which might constitute a breach of the code of conduct, or any information that indicates there is a risk of possible harm or abuse.

Participants must ensure that any safeguarding-related rumours are not ignored and reported promptly to the safeguarding team.



When someone is at imminent risk of harm or in danger, call the police or the medical authorities promptly.

Sanctions

The following sanctions may be applied in the event of a violation of this code of conduct:

1. Verbal warning
2. Written warning
3. Fine
4. Suspension from carrying out some or all the activities of your role for a given period
5. Revocation of accreditation
6. Expulsion from the event
7. Such other penalty or sanction as may be deemed appropriate

If there is an incident of alleged criminal behaviour or suspected criminal behaviour, then in line with a survivor/victim centred approach, the matter may be reported to the police. I acknowledge that I have read and understood the code of conduct and will adhere to it whilst engaged in the games.

Name: Role:

Country: Signature:

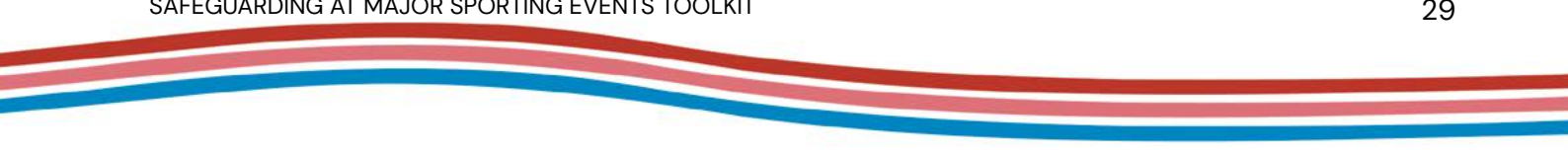
Date:

If you are under 18 years, sign above and include the signature of your parent/guardian below:

.....
Parent/guardian name

.....
Parent/guardian signature

.....
Date



'Athletes and athlete entourage team'

Introduction and scope

This code of conduct sets out the behaviour and conduct expected of the athletes and athlete entourage team (hereon referred to as the participants). This policy is to promote the highest standard of conduct, wellbeing and safety at the games.

This code of conduct is not to replace but to supplement similar rules or policies in place for athletes and their entourage to ensure the highest standard of conduct applies during the games.

This code of conduct applies to all the athletes and athlete entourage team who are accredited to the games and are bound by and required to comply with this code of conduct.

The participants are bound by this code of conduct from the time they arrive in the host country as a games participant to when they complete their role at the games and/or the accreditation has expired.

Standards

A. All the participants must:

1. Treat everyone involved in the games – including athletes, team delegation members, technical officials, volunteers and workforce staff – with respect and with dignity.
2. Demonstrate good behaviour by not using abusive or foul language, and by not harassing other participants, technical officials, volunteers and workforce staff or anyone else associated with the games.

B. All the athlete entourage team must:

1. Respect and deliver on the duty of care towards athletes and an enhanced duty of care towards young athletes (those aged under 18 years).
2. Recognise their individual and collective responsibility to create an environment where all athletes feel safe and their wellbeing is promoted.
3. Strive to be positive role models and display the highest standard of personal behaviour, including not smoking or drinking in front of young athletes.
4. Have in place a valid parental consent (in writing) for young athletes to act in loco parentis¹, if needed to give permission for the administration of emergency medical treatment.

¹ Means in place of parent/s

C. All the participants must not:

1. Discriminate or do anything that might discriminate against or insult someone based on their nationality, ethnic origin, religion, culture, disability, age, gender, sexual orientation, gender expression, education, colour, political opinion or any other improper ground.
2. Engage in (or encourage others to engage in) bullying, harassing, humiliating, belittling or derogatory or demeaning remarks to or about any of the participants, officials or people associated with the games. This includes on social media and other online forums.
3. Make sexual comments or advances whether in person, through a third party or using technology that are unwanted, offend, intimidate or humiliate others.
4. Make sexually suggestive comments or remarks, even in fun.
5. Use a mobile phone or camera in changing rooms, showers or toilets.
6. Carry or consume alcohol or any unlawful substances at any game's venues, official transport, games events, accommodation or the games village.
7. Drink alcohol to excess at a venue other than the ones listed above.
8. Engage in any transactional sex; being the exchange of money, goods, employment or services for sex or sexual favours.
9. Do things of a personal nature that a young athlete or person with disability can do for themselves, such as changing clothes or using the shower.
10. Engage in rough, physical or sexually provocative games.
11. Swear or use abusive language or gestures towards anyone.
12. Engage in any form of inappropriate and non-consensual touching (such as slapping, kicking, shoving, kissing, hugging, fondling breasts, or touching buttocks or genitals).
13. Use physical violence or abuse against anyone.
14. Carry out any forms of sexual or emotional abuse or violence against anyone.
15. Show pornographic materials to others.
16. Berate, bully, ridicule, demean or shout at athletes for their standard of play.
17. Abuse your position of power and trust.
18. Accept any form of bribery, cheating, betting or corruption associated with the sport or games.

Duty to report

Participants must report without delay to the safeguarding team, through one of the reporting channels, any personal experience of harm, or any information or incident that comes to their attention that might constitute a breach of the code of conduct, or any information that indicates there is a risk of possible harm or abuse.



Sanctions

The following sanctions may be applied in the event of a violation of this code of conduct:

1. Verbal warning
2. Written warning
3. Fine
4. Suspension from carrying out some or all the activities or play as per your role for a given period
5. Revocation of accreditation
6. Expulsion from the games
7. Such other penalty or sanction as may be deemed appropriate

I acknowledge that I have read and understood the code of conduct and will adhere to it whilst participating in the games.

Name: Role:

Country: Signature:

Date:

If you are under 18 years, sign above and include the signature of your parent/guardian below:

.....
Parent/guardian name Parent/guardian signature Date

Consent for videos, words and photos

Everyone including children, young people and people with disability have a right to privacy, dignity and protection.

Informed consent means:

- A person understands and acknowledges what they are giving consent for and this has been explained to them in a language they understand.
- This could be consent to a photograph, video or quotes in relation to where, how and for how long their image/s or words will be available for use by the organisation, and whether they will be used on social media and internet sites where the organisation will not be able to control further use and distribution.

When you are the responsible person, you should:

- Explain and discuss the possible outcomes of using the images or giving an interview for a story to be published, particularly when a negative impact on a child might occur.
- Explain that children and parents/caregivers can withdraw their consent at any time and provide them with a contact to do this. Advise that because of the permanency of the internet, withdrawal of consent may not always lead to the removal of an image online.
- If a person is under 18 years, obtain consent from their parents/guardians and the consent of the child/young person. Ensure there is written consent and if verbal consent is obtained, this should be documented and kept. If a parent has consented but child refuses consent, the images/video should not be taken or used.

Given the complexities of major sporting events, it is best practice to obtain consent during registration and/or accreditation processes.

This could mean including the following line in the registration or accreditation form:

I understand that images, text and videos may be taken during the event for official event purposes and can be used on social media, websites, radio, television and reports. I understand that my consent is voluntary and can be withdrawn.

- I consent to the use of my image/video/words/quotes for event-related purposes.
- I do NOT consent to the use of my image/video/words/quotes.

If the accreditation or registration form is for someone under 18 years, the following can be used:

- I am the parent/legal guardian of the above-named child.
- I consent to images/videos/text/quotes of my child being used for event-related purposes.
- I understand I may withdraw consent at any time.

Child's consent:

- I am comfortable and consent to images/videos/text/quotes being taken.

For the people who do not give consent, their accreditation badge should have a visual marker added to it, such as a different coloured lanyard or a sticker.



Safeguarding champion at the FIFA Women's World Cup 2023



Safeguarding champion
Tessa-Maree Heritage
at the FIFA Women's
World Cup 2023



Safeguarding Champion
Tihrani Uluinakauvadra at the
FIFA Women's World Cup 2023

Reporting and referrals process

Games and competition organisers need a system to respond effectively to safeguarding concerns. This can be one of the most challenging parts of major sporting event safeguarding – you may have a report about a victim from one country, an alleged abuser from a second country, all taking place in a third country. Or you may be made aware of an athlete experiencing abuse back in their home country, not directly connected to the sporting event.

You need to do the work ahead of time to ensure cases don't get passed from team to team and that a clear system exists for dealing with concerns. This work will need to start well in advance (during the event's planning stage) to ensure discussions are held with the respective teams, organising committee, regional sporting bodies and other sporting stakeholders involved in the event.

In addition to this, before the major sporting event the safeguarding manager should engage with local organisations to assess national resources, as well as research how to refer serious concerns to local organisations (such as gender-based service providers, child protection services or government agencies, if needed). This formal process is called a referral – when concerns about the abuse, neglect, or risk of harm to a child or vulnerable adult are shared to the relevant authorities. In deciding whether to refer an allegation or concern to the authorities, the primary consideration should be the safety of all concerned.





Some countries have mandatory reporting; hence it is important to be familiar with the local laws and context.

A useful tool for key stakeholders at a major sporting event is a simple flowchart to follow when they became aware of incidents or when disclosures are made to them.



Safeguarding focal points from Team Up programs and National Olympic Committees, including gender-based violence service providers at the Regional Safeguarding Workshop

The following are examples of flowcharts used at the Palau 2025 Pacific Mini Games:

Channels for Reporting Safeguarding Concerns or Complaints at the Palau 2025 Pacific Mini Games

Any suspected criminal activity or where someone is in danger report directly to the Police/Poly Clinic/Emergency Department and then report to the Safeguarding Manager for action related to the games.

A. Face to Face Reporting

Via Safe Games Team, Safeguarding Manager or the Country Team Safeguarding Officer

B. Local Mobile Phone or SMS

779 7271


C. Email

safegamespmg@gmail.com


D. QR code

this can also be used to report anonymously either in English or French

English



French



Response Process

All of the actions and referrals will be guided by a 'do no harm' and 'survivor' centered' approach whilst maintaining confidentiality as and where needed. Oversight provided to National Olympic Committee(NOC)/Pacific Games Association (PGA) to ensure the matter gets attended to within a reasonable period.

REPORT RECEIVED

Was it an issue covered by the PGC Safeguarding Policy and the Code of Conduct? Was the incident committed by a person covered by the Palau 2025 Pacific Mini Games? Did the incident occur during the Palau Mini Games?



The case management team will investigate the matter in align with safeguarding best practices and procedural fairness. The best interest of the survivor and confidentiality will be incorporated as part of the process.

The safeguarding manager should determine the initial response to poor practices and safeguarding concerns and then triage the matter accordingly. All safeguarding reports should be treated in line with an agreed process.

The reporting should be centralised to ensure consistency, quality control and regular risk assessments, as well as to reduce the chances of actions being missed, duplicated or confused between stakeholders. This means the reporting/reports should be shared with the safeguarding manager.

In some instances, the team safeguarding focal point will deal with the safeguarding concerns or incidents, whether in person or remotely. However, clear briefings and communication should be enacted in advance to ensure the reports are also shared with the event safeguarding manager for an overview of safeguarding concerns at the event.

The ways in which people can share concerns or make reports should be shared widely before and during the event. People involved in ethics, integrity, discipline, recruitment and anti-doping will need support to help them recognise poor practices and incidents that may have wider safeguarding implications. Strong links should be established with human resources staff and governance administrators to ensure they work together with safeguarding reporting and case management processes.

Confidentiality, data protection and sharing of safeguarding information must be appropriately managed by the safeguarding manager.

Some key points to take into consideration for initial reporting and referrals:

1. The initial response should be about providing the potential victim(s) with the care and support they need.
2. An initial assessment of the seriousness of the reported concern must be made. Someone neutral and not connected with the case should act as an interpreter (including a sign-language interpreter for people who are Deaf). You may also need to contact the consular office of the person's country of origin.
3. In collaboration with the organising committee or relevant sporting body, a decision must be made about whether an alleged perpetrator should be removed from the competition immediately, or if other measures could reduce the risk (such as restricting accreditation or assigning a 'buddy supervisor').

Ultimately, the most important thing is to set all your systems up well in advance so that everyone knows what to do once the sporting event is underway.

Here are some samples of safeguarding information posters:



 **PACIFIC MINI GAMES 2025 PALAU**
Empowering Unity

 **PACIFIC GAMES**

Australian Aid 

TU TEAM UP

SAFE GAMES TEAM

DON'T FEEL SAFE? SPEAK UP

Report using one of the following:

 **7797271**

 **safegamespmg@gmail.com**

 **In person:**

Speak to a staff member or volunteer who can help connect you with a Safeguarding Officer or look for someone wearing a "Safe Games Team" t-shirt and speak to them directly

Scan this QR code to submit a safeguarding reporting form



EMERGENCY?

IF YOU ARE IN IMMEDIATE DANGER, CALL 911

The Palau 2025 Pacific Mini Games promotes and supports a games environment free from abuse, harassment and exploitation. This includes all athletes, officials, staff, volunteers and spectators.

If you are concerned about your safety or wellbeing or the safety and wellbeing of another person, speak up!



**PACIFIC
MINI GAMES 2025
PALAU**
Empowering Unity



PACIFIC GAMES

**Australian
Aid** 

**TU TEAM
UP**

ÉQUIPE DES JEUX SÉCURISÉS
**VOUS NE VOUS
SENTEZ PAS EN
SÉCURITÉ ?
PARLEZ-EN**

Signalez en utilisant l'un des moyens suivants :

 **7797271**

 **safegamespmg@gmail.com**

 En personne:

Parlez à un membre du personnel ou à un bénévole qui peut vous mettre en contact avec un agent de protection, ou cherchez quelqu'un portant un t-shirt "Safe Games Team" et parlez-lui directement

Scannez ce code
pour soumettre
un formulaire de
protection



URGENCE ?
**SI VOUS ÊTES EN
DANGER
IMMÉDIAT,
APPELEZ LE 911**

Les Mini-Jeux du Pacifique 2025 de Palau promeuvent et soutiennent un environnement de jeux exempt d'abus, de harcèlement et d'exploitation. Cela inclut les athlètes, les officiels, le personnel, les bénévoles et les spectateurs.

Si vous êtes préoccupé par votre sécurité ou votre bien-être ou la sécurité et le bien-être d'une autre personne, parlez-en!



DURING THIS TOURNAMENT WE WANT EVERYONE TO FEEL



SAFE



RESPECTED



COMFORTABLE

FOR ANY CONCERNS OR COMPLAINTS

REACH OUT ON:

WhatsApp +679 9736570 | Mobile +677 7390097

email safeguarding@oceaniarugby.com

OR Reach out to someone with a Safeguarding uniform





SOLOMON ISLANDS BASKETBALL FEDERATION



Guarding Our Hoops

Important information for your safety and well-being

Stay Safe

Reporting concerns can help protect those in need and ensure a safe environment for everyone involved.

Know the Signs

Recognizing signs of abuse or neglect is crucial for timely intervention and proper support for affected individuals.

Get Help

Resources are available to assist you in making informed decisions and providing necessary support when needed.



Scan to QR Code to report a concern.



Solomon Islands Basketball supports a games environment free from abuse, harassment and exploitation. This includes all athletes, officials, staff, volunteers and spectators.

If you are concerned about about your safety or wellbeing or the safety and wellbeing of another person, speak up

**WE ARE
AGAINST ABUSE.**

FIFA®
GUARDIANS

SPEAK UP!



FIFA believes that safeguarding is everyone's responsibility and is committed to protecting the rights and wellbeing of every person involved in the competition.

When it comes to harassment, abuse, neglect or exploitation lack of action is not an option. If you are concerned about your safety or wellbeing, or the safety and wellbeing of another person, speak up.

You can report using one of the following options or the QR code.

#TEMSAFESPORT

**REPORT TO FIFA 24/7
STRICTLY CONFIDENTIAL**

PHONE/TEXT (WHATSAPP)

NZL +64 (0) 21 769 814

AUS +61 (0) 414 935 774

EMAIL safe@fwwc2023.org

IN PERSON

Tell any competition staff you want to report a safeguarding concern.

[COMPETITIONSsafeguarding.fifa.com](https://www.fifa.com/competitionsafeguarding)



Safeguarding reporting forms

It is important to document all incidents, concerns, suspicions or poor practices. This does not mean you need a written report or complaint from the victim/survivor to act on something.

When a safeguarding manager has been verbally informed of a safeguarding incident, they must still act on it. They can document any safeguarding concerns that are observed, heard of, or told.

As a safeguarding focal point or safeguarding manager, you have to complete the reporting or incident form based on what you know or have been told. This can then be acted on accordingly.

The reporting or incident form can be made available online for people to complete – either anonymously or using their contact details – or as hard copy printouts. The form is the basis for investigations and logs details of the incident for record keeping.

Sometimes external authorities such as psychosocial services or police may need this information. This documentation can support timely, safe and appropriate responses. It also encourages accountability by showing that the sport organising body is taking safeguarding seriously, fulfilling its duty of care and following procedures.

During major sporting events the environment may be more complex, with many different stakeholders, locations and sports. Documenting incidents or poor practices helps with observing patterns and identifying systematic risks.

Sometimes redacted or anonymised versions of the report may be made available to people beyond the case management committee.



League for Life Samoa Country Manager Mike Felise during a group discussion at the Regional Safeguarding workshop in 2025.

Here are some examples of safeguarding reporting forms

Reporting form

Please complete all the sections as fully as possible. If you do not have the information requested or would like to remain anonymous, you can leave those sections blank.

Following receipt of this form the safeguarding manager will contact you within 24 hours to follow up, if your contact details are provided.

Your information (person reporting the incident)	
Name	
Address	
Contact number(s)	
Email	
Your role/position	

Personal information of the person you suspect may be at risk of harm or if you are at risk of harm (if known)				
Name				Adult or child
Gender	Man	Woman	Non-binary/ Transgender	Any other description (please state e.g. disability)
Is there any information about the person you suspect may be risk of harm, that would be useful to consider? (for example, communication challenges, athlete, official, volunteer, which country etc.)				

Details about an incident or concern	
Date and time of Incident	
Please tick one:	<input type="checkbox"/> I am reporting my own concerns
	<input type="checkbox"/> I am reporting concerns raised by someone else. Please fill in details of who raised the concern:
	Name
	Role
	Contact Number:
	Email



Details of the incident or concerns (include other relevant information, such as description of any injuries, a one-off incident or a recurrent behaviour, where it occurred, what was done/said, all who were present etc.)

Details of any person involved in this incident or alleged to have caused the incident/harm	
Name of person/s involved	
Adult or child	
Role/ Country	
Relationship to the person experiencing abuse	

Action taken

Please provide details of action taken to date:

Has the incident or concern been reported to any external agencies?	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	Please provide further details about to whom it was reported (police, medical care, team manager, chef de mission etc.)

Any information or comment including concern for security for security or retaliation.



Safeguarding Reporting form

This form can be used by anyone who wishes to report concerns about safeguarding issues or who has had a safeguarding-related disclosure made to them. Complete the form with all the information you have and fill in the parts you can. Forward it to your safeguarding focal point.

Date:

Type of concern (please circle as appropriate)				
Physical harm	Sexual harassment	Neglect	Psychological/ emotional harm	Discrimination
Sexual exploitation	Sexual abuse	Self-harm	Domestic violence	Homophobia/ transphobia
Other:				

1. Your details

Name:

Contact – mobile/email:

Position/role:

Organisation:

2. Details of the safeguarding concern

Name of person harmed or affected:

Gender – woman, man, non-binary, transgender, others:

Age if known or /adult/child:

Person with disability – Y/N:

Contact:

Role/position:

Organisation:

(If known) Name of the perpetrator or person alleged to have caused harm:

Gender – woman, man, non-binary, transgender, others:

Age if known or /adult/child:

Person with disability – Y/N:

Contact:

Role/position:

Organisation:



Please give details of the incident or disclosure. *Be as factual as possible and if recording a disclosure made to you, please use the person's words as much as possible to document the details. (Continue on separate sheet if needed.)*

3. Any action taken before completing this form (list what actions, if any, have been taken):

4. This form was sent to:

Date:.....

Your Signature:.....

Team Up is the Australian Government's sport for development program in the Pacific, comprising of more than 37 partnerships involving more than 70 partner organisations working across 15 sports to Team Up's overall goal: Australia-Asia-Pacific sport partnerships support all people to realise their full potential through sport. Team Up is managed by GHD. More information is available on the Team Up website - www.teamup.gov.au

