



## Process for Dealing with Concerns

### 1. Recognising Signs of Harassment and Abuse

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 may be deliberate, unsolicited and coercive. 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.

There are five main categories of harassment and abuse:

**Psychological abuse:** (often called emotional 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. We also define it as a form of abuse characterized by a person subjecting or exposing another person to a behaviour that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder.

**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 acts 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:** means the failure of a coach or another person with a duty of care to provide a minimum level of care, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.

*Above definitions taken from the IOC Safeguarding Toolkit*



Other issues that children and vulnerable adults face include:

**Bullying:** Bullying (or cyberbullying if conducted online) is unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone

**Hazing:** An organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.

**Homophobia:** Antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals.

*Above definitions adapted from those used for the IOC Consensus Statement*

Signs of abuse could include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which the explanation seems inconsistent;
- impaired sporting performance;
- sudden drop-out or change of sporting discipline;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;
- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- low self-esteem or poor body-image;
- being prevented from socialising with other young people;
- displaying variations in eating patterns including overeating or loss of appetite, or a sudden weight change;
- displaying anxiety, depression, involvement in substance-abuse or self-harm;
- becoming increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators doesn't mean abuse is actually taking place.



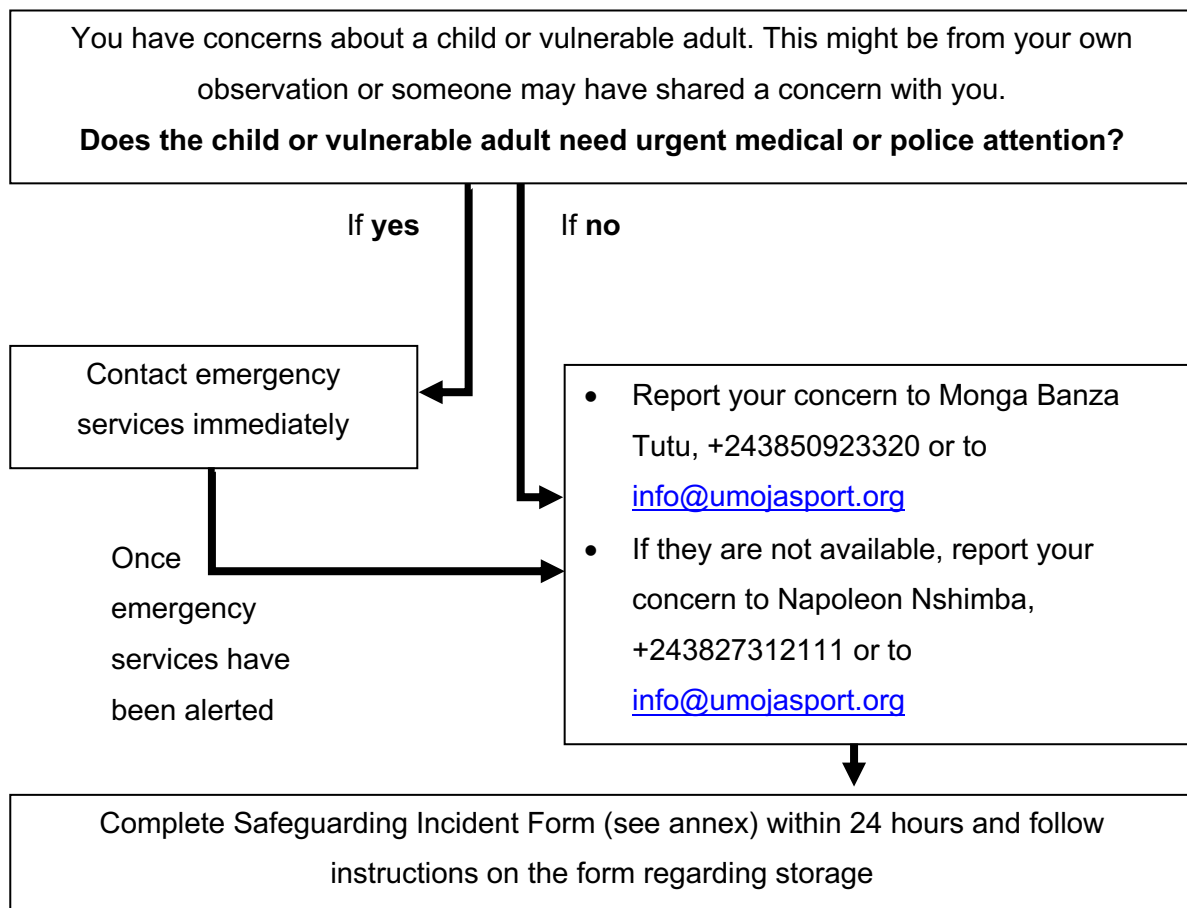
## 2. Process for Dealing with Concerns

Whenever anyone representing Umoja Sport Foundation is concerned about a child or vulnerable adult, they have a duty to report their concern so that steps can be taken to help protect the child or vulnerable adult from harm.

Remember it is not the responsibility of those working/volunteering on behalf of, or representing Umoja Sport Foundation to decide if abuse is occurring but it is their responsibility to act on any concerns by reporting them. This means that personnel should always report concerns following the process outlined below, even where they are not sure that a child or vulnerable adult has been abused.

Umoja Sport Foundation could receive safeguarding concerns through direct contact with adults and children, or indirect such as email and social media. However, concerns arise, they must be reported and responded to by the organisation.

Anyone representing Umoja Sport Foundation should follow the **reporting process** below:





The safeguarding lead should take the following steps once a concern is reported to them:

- Make any referrals to external agencies (for example police, child services, local NGOs) as appropriate.
- If the concern is related to the actions of a member of Umoja Sport Foundation personnel, this should be immediately reported to the Disciplinary Commission to implement agreed disciplinary processes around investigation, outcomes, and appeal, including imposing of agreed sanctions. The safeguarding lead should provide ongoing support to this process.
- Support the person sharing the concern to complete paperwork, and provide emotional support as needed.
- Follow up with referral agencies to make sure action has been taken to protect the child or vulnerable adult.

### **3. Confidentiality**

Reports of harassment and abuse often contain extremely sensitive information. Often, athletes or personnel are reluctant to officially make reports, and therefore it is very important that reports are followed up in a timely and appropriate manner.

Umoja Sport Foundation should regard an alleged incident of harassment and abuse as confidential, and personal information (including in particular name, date of birth, address, identification numbers) should not be disclosed, except:

- if the concerned person gives his/her prior consent
- if disclosure is necessary to protect someone from harm
- if a potential criminal act comes to the attention of Umoja Sport Foundation.



## Annex: Form for Reporting Concerns about a Child or Vulnerable Adult

**Only complete the boxes you can**

Date/time of concern	
<b>Child's or Vulnerable Adult's Details</b>	
Child's or Vulnerable Adult's name	
Child's or Vulnerable Adults age	
Do they have a disability, impairment or other special/additional needs?	
Gender	
How do you know them?	
Parent's contact information	
<b>Details of person raising the concern</b>	
Name of person raising the concern with you (write your own name if you have the concern)	
Contact details of person raising the concern	
<b>Details of the concern</b>	
Nature of the concern including date, time of any specific incidents	
Name of any persons alleged to have been involved in or causing the concerns	
Contact details of any persons alleged to have been involved in or causing the concerns	
Details of action taken (including contact with referral agencies)	



<b>Details of person reporting the concern</b>	
Your name	
Your role	
Your email address	
Your phone number	
<b>The following boxes should be completed by the Safeguarding Lead</b>	
Confirm appropriate action has been taken to respond to the report of a concern	
Date case closed	

**Storage instructions**

Email this form to the Safeguarding lead (info@umojasport.org). Once the safeguarding lead confirms they have saved this securely, please delete this form and the email.