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MALDIVES

# CHILD SAFEGUARDING POLICY



**ARC**  
advocating the  
rights of  
children



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**MESSAGE  
FROM  
MALDIVES  
OLYMPIC  
COMMITTEE  
PRESIDENT**

Children are naturally drawn to sport and play, and the values that define sport – fairness, respect, teamwork and discipline is not limited by gender, skin colour, race, nationality, language, dialect or the economic status of a child. As a governing body of sports in the Maldives, Maldives Olympic Committee (MOC) believes in the power of sports to change lives and communities for the better. Participation in sport empowers children as it improves learning, skill development, leadership and self-esteem and contributes to a child’s overall well-being and future prospects.

MOC has a duty to protect children in sports activities organised by MOC and National Sports Associations, regardless of their sporting experience, how they participate or where they participate in it. It is not only a responsibility mandated to us by the Olympic Charter, but also by the Child Rights Protection Act (19/2019). It is a responsibility that myself and the Executive Committee of MOC do not take lightly.

The MOC Child Safeguarding Policy is guided by the International Olympic Committee’s Safeguarding Toolkit as well as relevant laws in the Maldives. This Policy establishes a framework to protect children from abuse, violence, exploitation, neglect, bullying, harassment or any other type of harm by minimising risks, streamlining recruitment practices as well as education, training and awareness. It also sets a minimum standard for all National Sports Associations (NSAs) that has to be met while working with children.

Even with the most diligent prevention efforts, child safeguarding concerns may arise. In such instances, this Policy establishes a reporting mechanism with clearly defined roles for Maldives Olympic Committee and NSAs. The Policy has improved the structure at MOC to deal with child safeguarding concerns by establishing a “Safeguarding Commission” and two safeguarding officers at the Secretariat of MOC.

I would like to take this opportunity to thank members of the Working Group which included state agencies working with children, law enforcement agencies and UNICEF, as well as to all National Sports Associations, statutory commissions, National Sports Council, child athletes and their parents, for their contribution to the drafting process during the respective consultations.

Finally, on behalf of the Maldives Olympic Committee, I would like to thank Advocating the Rights of Children (ARC) who partnered with us to lead the formulation of this Policy, without whose valuable input, commitment and dedication, this Policy would not have come to fruition.

Thank you.



Mohamed Abdul Sattar  
President  
Maldives Olympic Committee (MOC)

**MESSAGE  
FROM  
FOUNDING  
MEMBER OF  
ARC**

Sport is a powerful medium for transformation. It is not only a human right for every child to participate in play and sports, but also a necessity when our community, including children are increasingly grappling with more cases of non-communicable diseases, brought about by changes in our lifestyles. It also imparts valuable life lessons beneficial beyond childhood and sporting interests.

Regardless of a child's abilities or age, sports offer a wide range of physical, social and mental health benefits. It teaches children to push their limits and discover their own potential. It also often works as a deterrent for at-risk children, helps break down barriers, changes attitude towards vulnerable and marginalized groups and provides opportunities to include the excluded.

Sport can also be used to promote a protective environment for children and to empower them to stay safe from risks and harm. It takes a village - or in our circumstances an island - to protect a child. This includes parents and primary caregivers, family, teachers, health professionals, state agencies, civil society organisations and communities. In short, every adult in the community has certain responsibilities to protect children. Sports professionals who deal with children are no exception.

ARC therefore believes that it is vital to ensure that every child can participate in sports in an environment that is not only free from abuse, but also in an environment that nurtures them and turn them into productive adults positively contributing to our community.

As an organisation advocating for and working towards the realisation of the rights of children in Maldives, ARC is grateful for the opportunity to partner with Maldives Olympic Committee on its child safeguarding journey. Our efforts go beyond the launch of this Policy as we believe that the success of the Policy can only be determined by the effectiveness of its implementation. ARC reaffirms its commitment to continue to work with MOC and NSAs in guiding and supporting them through this process, as we, as a country begin to take our first steps in child safeguarding in sports.

Thank you.



Zenysha Shaheed Zaki  
Founding Member  
Advocating the Rights of Children (ARC)

### 3. **POLICY STATEMENT**

Across the country, thousands of children participate in sports every day, for play and recreation, at school, at private clubs, academies and at national and international level. Maldives Olympic Committee (MOC) has a statutory duty and a legal obligation to protect children participating in events, competitions and programmes organized by it as well by the National Sports Associations (NSAs), regardless of the level and how they participate in the game - as athletes, referees, ball-kids, announcers, child journalists or spectators.

Setting up safeguarding policies and implementing them is therefore important in realizing MOC's motto - "better life for the athletes through the spirit of Olympism" - especially when it comes to ensuring a better life for our youngest and most vulnerable athletes through sports.

All children have an inherent right to rest and leisure and to engage in play and recreational activities appropriate to their age - including enjoyment of sports in an environment that is free from abuse, exploitation, neglect, bullying or any other type of harm. It is our duty to provide that safe environment for children and empower them, so that they can not only

**“  
BETTER  
LIFE  
FOR THE  
ATHLETES  
THROUGH  
THE  
SPIRIT OF  
OLYMPISM  
”**

have fun but also excel in sports, build their character, leadership and other skills along the way.

Articles 11.5 and 11.6 of our Statute condemns discrimination and racism in sports and pledges to eradicate all forms of violence, abuse, neglect, harassment or bullying against children in sports. MOC has a zero-tolerance Policy to prevent such acts and ensure the safety of children in sports. It also aims to minimize the risk of abuse, establish procedures to take immediate actions against perpetrators and provide support to victims whenever acts of abuse and poor practice is reported, through a series of policies and procedures.



## **MOC'S CHILD SAFEGUARDING POLICY AIMS TO:**

- Set minimum standards for Maldives Olympic Committee (MOC) and National Sports Associations (NSAs) to ensure a safe environment free from violence, abuse, exploitation, neglect, bullying or harassment for children involved in sports.
- Cultivate a culture of safeguarding children in sports and practice zero-tolerance towards, but not limited to, any form of violence, abuse, exploitation, neglect, bullying or harassment for children involved in sports.
- Promote accountability and responsibility in all sporting activities, events and programmes organized or endorsed by MOC and NSAs and ensure incidents and allegations are taken seriously.
- Outline safeguarding procedures and act as a deterrence for those who may wish to use sports as a means of gaining access to children for inappropriate reasons.
- Systematically address human resource and training needs and provide awareness programmes and guidance for coaches, medical personnel, staff and parents to minimize risk of abuse and/or harm against children.
- Introduce and implement clear guidelines that are well known by staff, children, young people, and their parents or guardians.

## **3.1 WHO DOES THIS POLICY APPLY TO?**

### **THIS POLICY IS APPLICABLE TO THE FOLLOWING INDIVIDUALS AND ENTITIES:**

- Maldives Olympic Committee (MOC);
- National Sports Associations (full members of MOC);
- Management, administrative and technical staff of MOC and NSAs;
- Volunteers representing MOC and NSAs;
- Children participating and/or attending sports programmes/ events through Maldives Olympic Committee (MOC) and National Sports Associations (NSAs);
- Parents or guardians of children attending such events.

Furthermore, MOC will also introduce necessary amendments to its Statute, to facilitate the implementation of this Policy, including amendments to Article 25 on Code of Conduct for member associations.

## 3.2 HOW WAS THE POLICY FORMULATED?

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The Policy is formulated jointly by Maldives Olympic Committee (MOC) and Advocating the Rights of Children (ARC), in consultation with the Working Group on MOC Child Safeguarding Policy. Please refer to Annex 1 of the Policy for the composition of the multi-stakeholder Working Group, which consists of representatives from state agencies, NSAs and UNICEF in addition to MOC and ARC.

During formulation of the Policy, consultations were held with athletes between the ages 14 to 17 and parents of child athletes. Consultations were also held with all 17 NSAs, National Sports Council, Maldives Paralympic Committee, Special Olympics Maldives, MOC Ethic's Commission, MOC legal counsel, MOC Women's Commission and MOC Athlete's Commission.

The Policy is designed using the International Olympic Committee's (IOC) Safeguarding Toolkit for National Olympic Committees and other key international documents. In addition to meeting international standards such as IOC's expected minimum requirements, the process also looked into national legislations such as the Child Rights Protection Act (19/2019) and National Sports Act (30/2015) to ensure that the national standards are also reflected. It further draws on several other sources which are listed under the "Reference Documents" section.





### 3.3 HOW WILL THIS POLICY BE IMPLEMENTED?

A safeguarding Policy is meaningful only when it is implemented. MOC commits to put in place the governance structure to ensure the implementation of the Policy.

The Child Safeguarding Policy has been approved by MOC's Executive Committee and endorsed by all NSAs. MOC will introduce an Action Plan for its implementation within 30 days of adoption. MOC and ARC also commit to provide appropriate resources and support for the implementation of this Policy for NSAs and other stakeholders, in accordance with the timelines outlined in the Action Plan.

MOC will also develop a separate Safeguarding Policy which focuses on safeguarding athletes of 18 years and above, as the risks, duty to report, reporting mechanisms and case management procedure is significantly different for minors and adults.

MOC Executive Committee holds the ultimate responsibility and authority for all safeguarding Policy decisions. In this regard, the following three core changes will be introduced by MOC to implement this Policy.

- **Creating a Safeguarding Commission (MOC SC)**, responsible for overseeing the effective implementation of this Policy, address safeguarding concerns and to make recommendations to the MOC Executive Committee regarding potential cases of abuse and poor practice. Please refer to Annex 2 for the objectives, duties and responsibilities of MOC SC.
- **Appointing a male and female Safeguarding Officer (MOC SOs)** at MOC to act as the contact point for anyone in the Maldives concerned about a child or young person involved in sports. Please refer to Annex 3 for the objectives, duties and responsibilities of MOC SOs.
- **Establishing a set of Minimum Standards for National Sports Associations (NSAs)** to ensure implementation of child safeguarding at Association level. Please refer to Annex 4 of this document for details of the minimum standards.

The Child Safeguarding Policy will initially be reviewed 2 years after adoption, and revised every 2 years thereafter.



### 3.4

## WHAT THIS POLICY DOES NOT DO

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- Address abuse of athletes over the age of 18 (when the abuse occurred) or apply to existing policies or procedures in place for adult athletes.
- Replace, amend or change any national mechanism or mandatory reporting of child abuse in the Maldives through the Child Rights Protection Act (19/2019) and other relevant national legislations and policies.
- Amend, change or replace any articles of Maldives Sports Act (30/2015) which articulates the mechanisms and administrative measures for management of organized sports in the Maldives.
- Dictate the day-to-day management of NSAs or academies
- Prevent putting in place higher standards than this Policy envisages at NSA's level.

4.

## FIVE GUIDING PRINCIPLES OF THIS POLICY

This Policy is guided by 5 principles. These principles are derived from Guiding Principles of UN Convention on the Rights of the Child (UN CRC) and core values of Maldives Child Protection System as stipulated in Article 68 of the Child Rights Protection Act (19/2019)





**PRINCIPLE 1:  
NON-DISCRIMINATION**

**PRINCIPLE 2:  
BEST INTEREST OF THE CHILD**

**PRINCIPLE 3:  
PRIORITIZING SUPPORT AND  
REDRESS FOR VICTIMS**

**PRINCIPLE 4:  
PROMOTING DEVELOPMENTAL  
WELL-BEING OF CHILDREN AND  
CHILD PARTICIPATION**

**PRINCIPLE 5:  
SUPPORT AND ASSISTANCE FOR  
VULNERABLE & MARGINALIZED  
GROUPS IN SPORTS**

4.1

### **PRINCIPLE 1: NON-DISCRIMINATION**

MOC's Child Safeguarding Policy includes principles and practices that are applicable to all children without discrimination of any kind, on account of gender, disability, skin colour, race, ethnicity, nationality, language, dialect, economic status, opinion or any other reason.

4.2

### **PRINCIPLE 2: BEST INTEREST OF THE CHILD**

In taking decisions that have an impact on a child or a group of children, MOC and NSAs will act in the best interests of children. This means that every action relating to a child or children in sports has to take into account children's best interests as a primary consideration. The word "action" includes all decisions, conduct, training, services, programmes, etc.

4.3

### **PRINCIPLE 3: PRIORITIZING SUPPORT AND REDRESS FOR VICTIMS**

Even with the best Policy and implementation measures in place, incidents of violence, abuse, neglect, harassment or bullying can occur. When such incidents come to the attention of MOC and NSAs, support and redress for victims must be the priority while also following best practices such as maintaining confidentiality and respecting their privacy. Measures shall also be put in place to ensure protection for other children who may be at risk.

4.4

### **PRINCIPLE 4: PROMOTING DEVELOPMENTAL WELL-BEING OF CHILDREN AND CHILD PARTICIPATION**

MOC recognizes play and recreation essential to the health and well-being of children as it promotes creativity, imagination, self-confidence, self-efficacy, as well as physical, social, cognitive and emotional strength and skills. In this regard, sports can contribute to all aspects of learning and is a form of participation in everyday life. It is of intrinsic value to children, purely in terms of the enjoyment and pleasure they afford, in addition to enhancing a child's developmental well-being.

Every child who has the capacity to form their own opinions, has the right to express their views and concerns on all matters that relate or affect them. MOC promotes child participation and shall consider the age and evolving capabilities of the child when giving weight to their opinion.

4.5

### **PRINCIPLE 5: SUPPORT AND ASSISTANCE FOR VULNERABLE & MARGINALIZED GROUPS IN SPORTS**

Perceived or existing gender biases, stigma and social structure, as well as inaccessibility in arenas are reasons for lack of inclusion in sports for marginalized and vulnerable groups such as children with disabilities and girls. Data indicates that such groups are often under-represented in organized sports and are more prone to incidents of violence, abuse, neglect, harassment or bullying. This is not to say that boys or other groups do not experience abuse or violence. However, it is our collective duty to remove existing barriers to ensure that each and every child in our society

get equal opportunities to enjoy their right to rest, leisure, play and recreational activities.

It is also important to recognize that there could be other groups of children who may need additional support in organized sports. This may include, but is not limited to, survivors of abuse, children in need of mental health support, children living in shelters or children in conflict with the law. Additional care and planning must be in place to address the needs of such children as well.

## 5. HOW CHILDREN ARE INVOLVED IN SPORTS AND EXISTING SAFEGUARDS



Most children are involved in sports as athletes; however, children are also involved as spectators, ball-kids, referees, presenters as well as journalists covering events for school publications. Although professional sport seems to be the biggest drive, some children participate for health and fitness reasons or for recreation. Children's involvement in sport also varies from the capital Malé City and other islands. Some island communities may also have a specific preference for a certain sport depending on the island's geography itself – for instance, existence of a surf break in an island may be a contributing factor.

Discussions with NSAs revealed that children's involvement in sports - their ages, gender and numbers vary drastically from sport to sport. Some NSAs mostly work with boys, while others have a balance of girls and boys. Some NSAs or girls directly reach out to children as young as 6 years, while other sports, although extremely rare, are not open for children due to perceived risks to their well-being. In some sports, the vast majority of children's involvement comes from schools and/or through commercial sport academies.

Regardless of the level of participation in sport, children interact with a wide range of adults: officials from MOC and NSAs, coaches, technical staff, medical staff, managers, organizers and parents, among others. During the child participation consultations held by MOC and ARC, it was noted

that children spend the most amount of time with coaches as they are the primary mentor not only to improve technical abilities but also to build children's character and leadership qualities. In addition, child athletes also highlighted that medical staff may have more physical access to children and their bodies due to their professional duties. The high level of personal interactions with medical staff was therefore noted in particular from a safeguarding point of view, in addition to coaches. The challenges for female athletes due to lack of female coaches, technical staff, officials and medical staff was also discussed. Child athletes also mentioned the unique care needed for children with disabilities to participate in sports, while also noting the challenges for them to participate as spectators due to lack of physical accessibility in sporting arenas.

Commercial sports clubs, academies, independent sport coaches and professionals conducting training for athletes is a facet of modern sports. Such professionals, clubs and academies have access to more children than the NSA's in the majority of sports in Maldives. A key feature of the Child Safeguarding Policy is that those institutions and individuals are also aware of child safeguarding and to ensure measures are in place in associations as well, while conducting independent trainings.



As commercial academies and professional coaches may be expensive for many families, schools still remain the biggest avenue for children of all ages to engage in sports. During the consultation with parents of child athletes, the need for those involved to be adequately trained on child safeguarding was stressed particularly for sports festivities and activities.

During discussions with stakeholders, members of the Athletes Commission noted rare instances of pressure from coaches to young athletes to use performance enhancing drugs, food or drinks that are banned in sports or are harmful, especially for young athletes. As doping is addressed separately from child safeguarding in sports, through the World Anti-Doping Agency (WADA) and World Anti-Doping Code (CODE), there are separate processes such as the Maldives National Anti-Doping Agency (MANADA), within Maldives Olympic Committee and NSAs to deal with such instances. Hence, Maldives Olympic Committee and NSAs can and will separately address safeguarding concerns arising from anti-doping investigations. However, some of these incidents may qualify as poor practice in which case, such incidents would be addressed in the Child Safeguarding Policy.

The importance of raising awareness on encouraging appropriate use of children's images was also mentioned during the consultations. Parents particularly highlighted that while the use of such images is not limited to media outlets, the sheer access and potential damage that could be caused by media outlets outweighs any other group. Parents therefore requested, MOC, NSAs and ARC to reach out to media outlets to provide sensitization on this issue. While the Child Safeguarding Policy does not address media outlets, it covers various measures targeted at NSAs, children and parents.

The existing safeguards vary among NSAs as some NSAs have interacted with children very rarely and some are only commencing their youth development programmes now. Although most NSAs have rules and procedures that they follow, they do not have written child safeguarding policies. However, some NSAs have already kick started their safeguarding journey with comprehensive child safeguarding policies developed with assistance from international/regional federations, state agencies and NGOs.

All 17 NSAs were unanimous in the need and willingness to develop their own safeguarding policies with assistance from national and international stakeholders.



# RESPONDING TO CONCERNS ABOUT A CHILD

It is vital to establish a culture and create an environment that enables safeguarding concerns about children to be raised or reported and attended to as a priority. Equally important is that relevant policies and guidelines are understood by both children and adults. MOC will provide full support and maintain confidentiality for any child, parent, staff member or volunteer who reports possible abuse or child safeguarding concerns. This also includes reporting concerns or behaviours that are inconsistent with its statute, rules of procedures or any other document that do not constitute abuse as outlined in the Child Rights Protection Act (19/2019), but nonetheless need to be addressed to create a safe and supportive environment for children in sports.

- Annex 5 explains how to recognise signs of abuse and respond to abuse as well as expected standards of behaviour from relevant officials.
- Annex 6 explains how child abuse and poor practice will be dealt with under this Policy.
- Annex 7 provides a sample reporting form under this Policy which is to be completed by the Child Safeguarding Officer at Maldives Olympic Committee.

Reporting child safeguarding concerns are difficult for children and adults alike. For children, there is a hesitance to report abuse due to fear of being side-lined from the game and/or other reasons such as social stigma. For adults, reporting against a colleague may be challenging. However, reporting is the only way to address and deal with safeguarding concerns and ensure that the child is safe from harm and abuse. In this context it is also important to recall relevant Articles of the Child Rights Protection Act (19/2019):

**“  
REPORTING IS  
THE ONLY WAY  
TO ADDRESS  
AND DEAL WITH  
SAFEGUARDING  
CONCERNS AND  
ENSURE THAT THE  
CHILD IS SAFE  
FROM HARM AND  
ABUSE  
”**



## **ARTICLE 72 “DUTY TO REPORT”, WHICH STATES:**

“Any party who is of the belief that a child is in need of care and protection shall report the matter to Child and Family Protection Service (of the Ministry of Gender, Family and Social Services) or Maldives Police Service.”

## **ARTICLE 125 “NEGLIGENCE TO SAVE A CHILD FROM AN ACT OF VIOLENCE” WHICH STATES:**

“(a) It is an offence not to prevent or mitigate an act of violence against a child while being a person who works in a centre relating to children, knowing that there is a danger of such an incident occurring, and being in a position to prevent or mitigate it.

(b) For the purpose of subsection (a) of this Article, a centre relating to children shall include the following:

1. Centers that look after children;
2. Children’s detention centers;
3. Children’s educational institutions;
4. Sports Centers / Facilities;
5. Healthcare Centers;
6. Other Centers that provide treatment or services to children.

(c) For the purpose of subsection (a) of this Article, a person who works at a centre related to children shall mean employers, contractors and volunteers working in such places.

(d) A person who commits an offence stipulated in subsection (a) of this Article shall be subject to a punishment of 3 years imprisonment.”



## **ARTICLE 126 “FAILURE TO REPORT AN OFFENCE COMMITTED AGAINST A CHILD” WHICH STATES:**

“(a) Where a person(s) commit any of the following acts having knowledge of such acts and without reasonable cause, failure to specifically inform Maldives Police Service or Family Protection Authority or any other State institution working in the interest of children is an offense.

1. Sexual abuse;
2. Serious physical and psychological abuse;
3. Acts of exploitation.

(b) Where a person commits an offence prescribed in Subsection (a) hereto, the punishment shall be imprisonment for a period of 2 (two) years.

(c) Where a person has benefited by not reporting an offence committed pursuant to Subsection (a) hereto, the punishment shall be imprisonment for a period of 5 (five) years.”

Furthermore, Prevention of Sexual Abuse and Harassment Act (16/2014) defines what constitutes sexual abuse and harassment and outlines responsibilities of parties, including those who run and manage sports venues, to prevent such acts. In this context it is also important to recall relevant Articles 9, 10 and 17 (a) of the Act:

## **ARTICLE 9 “PREVENTION OF SEXUAL HARASSMENT IN INSTITUTIONS”, WHICH STATES:**

“A senior official or an employee of an institution shall not sexually harass or abuse a person who seek the services of the institution. If the institution is a shelter for children or other persons, the children or other persons in the care of the institution shall not be sexually harassed or abused. In the same manner, a person who obtains the services of the institution shall not sexually harass or abuse a person who provides services in the institution.”

## **ARTICLE 10 “RESPONSIBILITIES OF SENIOR OFFICIALS OF INSTITUTIONS”, WHICH STATES:**

“It is the responsibility of senior officials of institutions to take adequate measures to make the institution free and protected from sexual abuse and harassment, and to prohibit commission of acts sexual abuse and harassment of against persons who seek their service, and formulate policies to be employed for that purpose, and to inform about those policies to the employees and persons who seek their services.”

## **ARTICLE 17 (A) “COMMITTEE ON PREVENTION OF SEXUAL ABUSE AND HARASSMENT”, WHICH STATES:**

“(a) A committee for investigating and taking measures with respect to complaints made about sexual abuse and harassment, titled ‘Committee on Prevention of Sexual Abuse and Harassment’ shall be established in every workplace that consists of more than 30 employees.”

In addition to Prevention of Sexual Abuse and Harassment Act (16/2014) and Child Rights Protection Act (19/2019) following laws are important. Links to the documents are in the Reference Section of this Policy.

1. Special Provisions Act to Deal with Sexual Offences Against Children (12/2009)
2. Sexual Offences Act (17/2014) and First Amendment (25/2021)
3. Maldives Sports Act (30/2015)

6.1

# POTENTIAL RISKS, RISK ASSESSMENT AND MINIMIZATION



# POTENTIAL RISKS FOR ABUSE WITHIN SPORTS

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- Lack of clear policies and procedures, especially at national and local levels
- Any situation in which a child maybe alone with an adult
- Dominance and unequal power relationships, for example, between managers/coaches and players
- Inappropriate adult-child relationships and abuse of positions of trust
- Tolerance for injuries and bullying, including amongst peers
- Discrimination, gender inequality and social tolerance for abusive relationships or behaviour: a key factor that makes children, particularly girls, vulnerable to abuse
- Vulnerabilities such as disabilities in children
- Overnight stays, trips and limited access areas such as locker rooms, bathrooms and changing rooms
- Reputation and scandal avoidance: leading to incidents being silenced or unreported, sometimes resulting in the continuation of abuse

# RISK ASSESSMENT AND MINIMIZATION

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Mitigating risks is an essential component of any Child Safeguarding Policy. Please find below the list of annexes that deal with risk assessment and risk minimization.

- Annex 13: Risk assessment guide for competitions and events
- Annex 14: Safeguarding and supervision guideline for children in sports
- Annex 15: Checklist for planning and organizing tournaments, overnight stays and away trips
- Annex 16: Parental consent form authorizing children to participate in away trips
- Annex 17: Policy to deal with a missing child
- Annex 18: Guideline on celebration and communication arrangements, including the use of images of children and communication through social media
- Annex 19: Consent form for use of children's images during sporting events
- Annex 20: Minimum standard for safe use of changing rooms and showering facilities
- Annex 21: Code of Conduct for children
- Annex 22: Code of Conduct for parents/guardians.

# 7 RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF

Maldives would not have reached its current milestones in sports, without the dedication and commitment from thousands of personnel in sport management, coaching, medical, technical and other fields. It is our duty to ensure that these professionals understand the sensitivities when dealing with children and are empowered to safeguard them. They also need to know the “dos” and “don’ts” of child safeguarding as a means to protect themselves from potential child safeguarding concerns.

**“ MOC IS COMMITTED TO ENSURING THAT ALL PERSONNEL, STAFF AND VOLUNTEERS ENGAGING WITH CHILDREN IN SPORTS HAVE ADEQUATE KNOWLEDGE ON CHILD SAFEGUARDING. ”**

As organizations funded by Maldivian taxpayers, MOC and NSAs have a duty to ensure that recruitment, selection and appointment processes are designed to protect children from those who may come into contact with them either as staff or volunteers. MOC is committed to ensuring that all personnel, staff and volunteers engaging with children in sports have adequate knowledge on child safeguarding.



The following minimum standards must be adhered to, for safer recruitments and appointments:

- Mandatory criminal background checks for all positions involving interaction with children including for expatriates. Please refer to Annex 9 as a draft criminal background clearance form.
- Detailed background checks for any serious allegations or accusations of serious offences, specifically for coaches. Such checks can be requested by the NSAs to Maldives Police Service once the candidate is selected, to identify child safeguarding concerns even if a conviction was not reached.

- Requirement for new staff who are involved with children to provide at least two reference checks, as an additional layer of protection. The objective of these references will be to demonstrate the applicant's suitability to work with children. Applicants should explicitly explain any gaps in employment.
- A self-declaration by the candidate to be incorporated into the contract, committing to the highest standards in child-safeguarding. This will be done for all local and international staff. Please refer to Annex 10 for a sample Self-Declaration Form.
- All contracts and job descriptions for positions involving interaction with children to explicitly include reference to child safeguarding.
- All personnel dealing with children to attend and complete IOC's basic safeguarding course within three months of commencement of the contract.
- All management positions, staff and volunteers to read and sign MOC and NSAs Code of Conduct upon taking up a post or assignment. Please refer to Annex 11 for a sample Code of Conduct for MOC and NSAs leadership positions, staff and volunteers.
- Induction process for new staff to include reading and understanding all safeguarding documents, including this Policy. Please refer to Annex 12 for a sample of the "Child Safeguarding Policy Receipt and Acknowledgement for Management, Staff and Volunteers".

Please refer to Annex 8, which provides a safeguarding checklist for the recruitment and selection process for MOC and NSAs. The checklist is designed to ensure that recruitment policies in Maldivian sports are in line with the core values of child safeguarding

## 8

# OUTREACH, EDUCATION AND COMMUNICATION

Communication and education are essential to ensure understanding of the child safeguarding measures and principles in sport.

As part of the education and information outreach on the Policy for stakeholders, MOC and NSAs will:

- Raise awareness for all who come into contact with children in sport. This will include standards of expected behaviour and ways to recognise and respond to child safeguarding concerns.
- Educate those requiring more specialist knowledge, such as staff who will be managing child-related concerns or those who recruit people working with children.



**EDUCATE CHILDREN AND THEIR FAMILIES, PARTICULARLY TO EMPOWER THEM TO PREVENT, DETECT AND REPORT ABUSE AND ENSURE THAT THEY KNOW WHOM TO SPEAK TO IF THEY HAVE ANY SAFEGUARDING CONCERNS.**



- Provide easy access to the Code of Conduct for children and the Code of Conduct for parents/guardians on their role in safeguarding children.

The Child Safeguarding Policy, procedures, Codes of Conduct and all related training and awareness-raising material will be easily available on the MOC's official website –

[www.olympic.mv](http://www.olympic.mv).

In addition, MOC is committed to:

- Embed safeguarding measures across sports in the Maldives by including relevant information in the general education programme for coaches, referees, managers, etc. The IOC's basic safeguarding awareness course will be used for this purpose.
- Conduct educational programmes that raise awareness on forms of abuse, reporting mechanisms and relevant legal framework in the Maldives.
- Develop educational materials and trainings on safeguarding, tailored to specific roles and responsibilities within sports, in consultation with national experts in relevant fields (e.g. sports psychologists, child protection experts, other sporting bodies, etc).
- Consult and include the voices of children in the development of awareness materials and programmes.





# ACTION PLAN

MOC will also launch an Action Plan within 30 days of the official launch of the Child Safeguarding Policy. The Action Plan will focus on the following areas:



### **POLICY:**

Rolling-out the safeguarding infrastructure at MOC and NSAs as envisaged by this Policy.

### **AWARENESS & EDUCATION:**

Raising awareness and conducting education and other outreach activities, with targeted levels as well as the intensity of the training and those responsible to conduct the sessions.

### **RECRUITMENT, APPOINTMENT & SELECTION:**

Detailing plans to roll-out the new and improved recruitment and induction guidelines for staff and volunteers.

### **MINIMIZING RISK**

Implementing measures to improve safety nets to identify, minimize and mitigate risks.

### **REPORTING AND RESPONDING TO CONCERNS:**

Establishing a system and cultivating a culture to report and respond to safeguarding concerns.

### **ADVISE AND SUPPORT:**

Building partnerships to seek advice and provide guidance and support for MOC's child safeguarding initiative.

### **SAFEGUARDING TOOLS:**

Additional resources or potential tools that may help in child safeguarding in the Maldives and sharing local and international best practices in child safeguarding.



**DEFINITIONS**

1. **CHILD:** A person under the age of 18. For further details, please refer to Article 4 of the Child Rights Protection Act (19/2019).
2. **CHILD SAFEGUARDING:** Child safeguarding is the set of proactive actions to promote the wellbeing of children and keep them safe from harm. It includes all potential actions to prevent any form of violence, neglect, exploitation, bullying or harassment of children in sports.
3. **VIOLENCE AGAINST CHILDREN (VAC):** Violence against children can be used interchangeably as “child abuse” and includes any act or omission that harms a child. It can be physical, emotional, verbal, sexual abuse, neglect or exploitation against a child, and can take place in person or online. Child abuse can be perpetrated by parents, family members, caregivers, adults in positions of trust or strangers.
4. **PHYSICAL ABUSE:** Physical abuse includes fatal and non-fatal violence. It is a deliberate act to hurt a child physically and includes any punishment in which physical force is used to cause pain or discomfort, however light. It mainly includes, but is not limited to, hitting, punching, kicking, shaking, throwing, biting or other acts that cause intentional injury. This also includes corporal punishment. For further details, please refer to Article 133 of the Child Rights Protection Act (19/2019).

**DEFINITIONS**

5. **SEXUAL ABUSE:** Sexual abuse is the inducement or coercion of a child to engage in any sexual activity or exploitation of a child sexually, for gratification. It may involve physical contact, such as assault by penetration (for example, rape) or non-penetrative acts, such as kissing, rubbing and touching private body parts of a child. Sexual abuse does not necessarily require physical contact; examples include involving children in the production of sexual images, forcing children to look or watch sexual images or activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse by gaining their trust, either online or in person. For further details, please refer to Article 133 of the Child Rights Protection Act (19/2019).
6. **EMOTIONAL ABUSE:** Emotional abuse is the persistent emotional maltreatment of a child, which can have severe and persistent adverse effects on their emotional development. It is also referred to as psychological abuse. It may involve deliberately telling a child or making them feel that they are worthless, unloved or inadequate. It may include denying opportunities to express their views, deliberately silencing them, or “making fun” of what a child says or how they communicate.

It is important to note that emotional abuse often occurs as a pattern of deliberate, prolonged and repeated non-physical behaviour within a power-differentiated relationship. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child’s peers.

For further details, please refer to Article 133 of the Child Rights Protection Act (19/2019).

**DEFINITIONS**

7. **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. It can include but is not limited to actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone.
8. **NEGLIGENCE/NEGLECT:** Neglect is the failure to meet a child's basic physical and psychological needs when those responsible for the child's care have the means, knowledge and access to services to do so. It includes failure to provide adequate food, clothing, hygiene, supervision or shelter, that is likely to result in the serious impairment of a child's health or development. It also includes failure to protect a child from exposure to danger. For further details, please refer to Article 124 of the Child Rights Protection Act (19/2019).
9. **CHILD EXPLOITATION:** Child exploitation refers to the use of a child for someone else's benefit, gratification or profit, often resulting in inhumane treatment which negatively impacts the physical/mental health, well-being and development of a child. It includes economic exploitation or using a child for labour or any work that could be hazardous through coercive, threatening or deceptive means or sexual exploitation including commercial sexual exploitation or other sexual practices, abduction, sale or trafficking of children.
10. **SEXUAL HARASSMENT:** Sexual harassment encompasses a continuum of unacceptable and unwelcome behaviour and practices of a sexual nature that may include, but are not limited to, sexual suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or gestures.

**DEFINITIONS**


















11. **POOR PRACTICE:** Poor practice refers to the failure to provide a good standard of care and support or behaviour that disregards the needs of children, thus compromising their well-being and/or safety. If allowed to continue, this can cause harm and lead to abuse.
12. **VULNERABLE GROUPS OF CHILDREN:** Groups of children that experience negative outcomes to their education, morbidity or malnutrition, at higher rates than their peers. In the Maldivian context, such groups include, but are not limited to: (a) children with disabilities, (b) victims of child abuse, (c) children in conflict with the law, (d) children living in shelters, (e) children born out of wedlock.
13. **STEREOTYPING:** Unfair, demeaning or negative generalizations about personal attributes or characteristics of a group of people.
14. **PREJUDICE:** A preconceived (usually unfavourable) evaluation, assessment or classification of another person, based on the viewer's beliefs, gender, opinions, values, ability, social class, economic or any other situation.
15. **DOMESTIC VIOLENCE:** Violent or aggressive behaviour within the home, typically involving, but not limited to abuse by a spouse, partner or someone bound by a domestic relationship. For further details, please refer to Articles 3, 4 and 5 of the Domestic Violence Prevention Act (3/2012).
16. **HAZING:** Any humiliating, degrading, dangerous or harmful activity expected of individuals as a form of initiation ritual to join a group. It is a practice often occurring in sports or military environments.

**DEFINITIONS**

- 17. **BYSTANDER:** A “bystander” is a person who witnesses a boundary violation or sees a situation in which a child is vulnerable or at risk of harm. Active by-standing is key to prevent child abuse. Intervening or taking preventative measures as a bystander can mean the difference between a child being abused or being protected from harm.
- 18. **GROOMING:** In the context of child sexual exploitation and abuse, “grooming” refers to the process of establishing or building a relationship of trust with a child, either in person or through the use of the internet or other digital technologies, to facilitate either online or offline sexual contact. Grooming also encompasses building trust or emotional attachment with parents or guardians, with the intent of committing sexual abuse or exploitation against a child under their care.

**NATIONAL SPORT ASSOCIATION (NSA)**

refers to the associations that has maintained the “Full Member” status (to-date) referred on the MOC Statutes, which are:

- |   |                                      |   |                                    |
|---|--------------------------------------|---|------------------------------------|
|    | Athletics Association of Maldives    |    | Handball Maldives                  |
|    | Badminton Association of Maldives    |    | Maldives Basketball Association    |
|    | Bodybuilding Association of Maldives |    | Maldives Chess Association         |
|    | Cricket Board of Maldives            |    | Maldives Pool Billiard Association |
|   | Football Association of Maldives     |    | Maldives Surfing Association       |
|  | Netball Association of Maldives      |  | Volleyball Association of Maldives |
|  | Shooting Association of Maldives     |  | Carrom Association of Maldives     |
|  | Swimming Association of Maldives     |   |                                    |
|  | Table Tennis Association of Maldives |   |                                    |
|  | Tennis Association of Maldives       |   |                                    |

10

**REFERENCE DOCUMENTS***IOC Safeguarding Toolkit*[https://olympics.com/athlete365/app/uploads/2020/12/1428\\_Safeguarding\\_Toolkit\\_ENG\\_23d\\_screen\\_Full\\_2a-.pdf](https://olympics.com/athlete365/app/uploads/2020/12/1428_Safeguarding_Toolkit_ENG_23d_screen_Full_2a-.pdf)*IOC Consensus Statement: Sexual Harassment and Abuse in Sports (2007)*[https://stillmed.olympics.com/media/Document%20Library/OlympicOrg/News/20070802-IOC-adopts-Consensus-Statement-on-sexual-harassment-and-abuse-in-sport/EN-Sexual-Harassment-Abuse-In-Sport-report-1125.pdf?\\_ga=2.126234629.905520379.1650813048-1281994901.1650103963](https://stillmed.olympics.com/media/Document%20Library/OlympicOrg/News/20070802-IOC-adopts-Consensus-Statement-on-sexual-harassment-and-abuse-in-sport/EN-Sexual-Harassment-Abuse-In-Sport-report-1125.pdf?_ga=2.126234629.905520379.1650813048-1281994901.1650103963)*IOC Consensus Statement: Harassment and Abuse in Sports (2016)*[https://stillmed.olympic.org/media/Document%20Library/OlympicOrg/IOC/What-We-Do/Protecting-Clean-Athletes/Safeguarding/IOC-Consensus-Statement\\_Harassment-and-abuse-in-sport-2016.pdf](https://stillmed.olympic.org/media/Document%20Library/OlympicOrg/IOC/What-We-Do/Protecting-Clean-Athletes/Safeguarding/IOC-Consensus-Statement_Harassment-and-abuse-in-sport-2016.pdf)*IOC Basic Universal Principles of Good Governance*[https://stillmed.olympic.org/Documents/Conferences\\_Forum\\_and\\_Events/2008\\_seminar\\_autonomy/Basic\\_Universal\\_Principles\\_of\\_Good\\_Governance.pdf](https://stillmed.olympic.org/Documents/Conferences_Forum_and_Events/2008_seminar_autonomy/Basic_Universal_Principles_of_Good_Governance.pdf)*IOC Code of Ethics*[https://stillmed.olympics.com/media/Document%20Library/OlympicOrg/Documents/Code-of-Ethics/Code-of-Ethics-ENG.pdf?\\_ga=2.130225927.905520379.1650813048-1281994901.1650103963](https://stillmed.olympics.com/media/Document%20Library/OlympicOrg/Documents/Code-of-Ethics/Code-of-Ethics-ENG.pdf?_ga=2.130225927.905520379.1650813048-1281994901.1650103963)*IPC Code of Ethics*[https://www.paralympic.org/sites/default/files/document/160502112749067\\_Sec+ii+chapter+1\\_1\\_IPC+Code+of+Ethics.pdf](https://www.paralympic.org/sites/default/files/document/160502112749067_Sec+ii+chapter+1_1_IPC+Code+of+Ethics.pdf)  
*UN WOMEN Toolkit*[https://eca.unwomen.org/sites/default/files/Field%20Office%20ECA/Attachments/Publications/2021/7/UNWOMEN\\_Guidelines%20ENG-min.pdf](https://eca.unwomen.org/sites/default/files/Field%20Office%20ECA/Attachments/Publications/2021/7/UNWOMEN_Guidelines%20ENG-min.pdf)*Convention on the Rights of the Child*<https://www.unicef.org/child-rights-convention/convention-text>*INSPIRE: Seven Strategies for Ending Violence Against Children*<https://www.who.int/publications/i/item/inspire-seven-strategies-for-ending-violence-against-children>*International Safeguards for Children in Sports (2014)*<https://downloads.unicef.org.uk/wp-content/uploads/2014/10/International-Safeguards-for-Children-in-Sport-version-to-view-online.pdf>*Special Provisions Act to Deal with Sexual Offences Against Children (12/2009)*<https://www.mvlaw.gov.mv/pdf/ganoon/chapterVIII/12-2009.pdf>*Prevention of Sexual Abuse and Harassment Act (16/2014)*<https://www.mvlaw.gov.mv/pdf/ganoon/chapterVIII/16-2014.pdf>*Sexual Offences Act (17/2014) and First Amendment (25/2021)*<https://www.mvlaw.gov.mv/pdf/ganoon/chapterVIII/17-2014.pdf>  
<https://www.mvlaw.gov.mv/pdf/ganoon/chapterVIII/25-2021.pdf>*Maldives Sports Act (30/2015)*<https://www.mvlaw.gov.mv/pdf/ganoon/chapterII/30-2015.pdf>*Child Rights Protection Act (19/2019)*<https://www.mvlaw.gov.mv/pdf/ganoon/chapterI/19-2019.pdf>

# ANNEXES

Maldives Olympic Committee

## 12.1

### ANNEX 1: COMPOSITION OF THE WORKING GROUP ON MOC CHILD SAFEGUARDING POLICY

NAME	DESIGNATION & ORGANIZATION	CAPACITY
Mr. Thamooh Ahmed Saeed	Secretary General, Maldives Olympic Committee	Chair
Mr. Muruthala Moosa	Executive Committee Member, Advocating the Rights of Children	Co-Chair
Mr. Ali Shaheem	Assistant Director, Ministry of Gender, Family and Social Services	Member
Ms. Sana Thaufeeq	Assistant Director, Ministry of Education	Member
Mr. Ahmed Farish	Sub-Inspector of Police, Maldives Police Service	Member
Ms. Mariyam Maasha Ahmed	Child Protection Officer, UNICEF Maldives	Member
Mr. Hussain Shameem	Director General, Ministry of Youth, Sports and Community Empowerment	Member
Mr. Hussain Shiyan	Executive Committee Member, Maldives Olympic Committee	Member
Ms. Mariyam Shaufa	Child Safeguarding Officer, Maldives Olympic Committee	Member
Mr. Ibrahim Shifaz	Child Safeguarding Officer, Maldives Olympic Committee	Member
Ms. Mariyam Anjum Afzal	Director of International Relations Social Responsibility Lead, Football Association of Maldives	Member
Mr. Ahmed Munthaqim	General Secretary, Athletics Association of Maldives	Member
Ms. Maumoona Abdulla	Executive Committee Member, Netball Association of Maldives	Member

## 12.2

### **ANNEX 2: SAFEGUARDING COMMISSION**

For the successful implementation of the Child Safeguarding Policy, it is essential to develop a governance or oversight structure in support of the Policy. The MOC Safeguarding Commission is created by the MOC Executive Committee and will report to the MOC Executive Committee. Establishing the Safeguarding Commission with local child protection expertise will ensure that MOC receives proper guidance and support on child safeguarding matters.

This Policy establishes the “Safeguarding Commission” at MOC, consisting of the following members:

1. Representative nominated by Executive Committee of MOC
2. Representative from Ministry of Gender, Family and Social Services
3. Representative from Maldives Police Service
4. Representative from ARC
5. Legal Counsel of MOC
6. One of the two Child Safeguarding Officers of MOC
7. Representative from Athlete’s Commission of MOC
8. Representative nominated by Ethics Commission of MOC
9. Representative nominated by Women’s Commission of MOC

Safeguarding Commission will be chaired by the representative from the MOC Executive Committee. If the member representing the MOC Executive Committee is unavailable, members in attendance shall decide the chair for the meeting.

Safeguarding Commission will:

- Meet on a quarterly basis at minimum and more often at the outset, to establish necessary safeguarding measures included in the Policy.
- Finalize its working methods, processes and procedures to deal with child safeguarding concerns and disciplinary issues, within the first 100 days of the establishment of the Commission.
- Develop and agree on appropriate disciplinary measures for different offenses and issues of misconduct relating to breaches of MOC’s Code of Conduct and issues of poor practice that disregards the needs of the child and compromise their safety and wellbeing.
- Address child safeguarding issues arising from breaches of the Policy from NSAs and breaches of Codes of Conduct from MOC leadership positions, staff and volunteers
- Advise on referrals and support services for children who have experienced abuse or are at risk of being harmed.
- Consider any urgent issues and necessary revisions to the Policy following incidents or changes to legislation and best practices.

## 12.3

### ANNEX 3: SAFEGUARDING OFFICER

With this Policy MOC will appoint a male and a female Safeguarding Officer. IOC recommends appointing safeguarding officers in both genders, as victims or their representatives may hesitate to report safeguarding officers of the opposite gender. Objectives of “Safeguarding Officer” are as follows:

- To act as the first point of contact for anyone who has safeguarding concerns about a child or young person involved in sports in the Maldives.
- To deal with reports and referrals to state child protection and law enforcement agencies and local organizations if incidents or child safeguarding concerns arise.
- To advise the Safeguarding Commission on relevant Policy and operational framework, and improvements for child safeguarding in sports.
- To manage safeguarding complaints and misconduct related to poor practice that do not constitute abuse but breach the Code of Conduct.

Duties and responsibilities of the Safeguarding Officer includes:

- Deal in accordance with the procedures and guidelines in this Policy, regarding suspicions, incidents, reports or child safeguarding concerns and in referrals to the national child protection agencies, law enforcement agencies and local organizations
- Report child safeguarding concerns and allegations of poor practice or breaches of the Policy and Codes of Conduct to the Child Safeguarding Commission.

- Ensure sports programmes, practices, or activities consider child safeguarding measures by carrying out risk assessments regularly or when required either by themselves or through designated focal points or staff.
- Ensure practitioners are proactive in assessing risks and in revising and adopting further safeguarding measures that may be needed.
- Work closely with the Safeguarding Commission in implementing this Policy.
- Maintain and update list of names and contacts of child protection agencies and partner organizations.
- Maintain a database of safeguarding cases reported to Maldives Olympic Committee and NSAs, including perpetrators and actions taken against them, if any.

Skills and abilities required:

- Child-focused approach
- Communication skills, Policy development, training and delivery of safeguarding programmes
- Advice, support and supervision skills on child safeguarding
- Case-management skills, confidentiality, transparency on situations of potential conflict of interest and ability to work professionally even in distressing and sensitive cases.

## Knowledge required:

- Understanding of behavior that is harmful to children and what constitutes poor practice and abuse as per the definitions of this Policy and the provisions of the UN Convention on Rights of the Child and Child Rights Protection Act
- Understanding of the roles and responsibilities of statutory authorities/agencies
- Managing child-protection referrals to relevant authorities/agencies and dealing with safeguarding concerns that do not constitute to abuse through MOC and NSA's due processes.
- Understanding of MOC's Child Safeguarding Policy, relevant legislation, government guidelines and national frameworks for child protection, safeguarding and children's rights

## 12.4

### **ANNEX 4: CHILD SAFEGUARDING MINIMUM STANDARDS FOR NATIONAL SPORTS ASSOCIATIONS**

The role of NSAs in the implementation of the MOC's Child Safeguarding Policy cannot be overstated due to the sheer volume of children engaged both short and long-term, through the management of national squads and competitions. To ensure that child safeguarding remains as a priority of all NSAs, the following minimum requirements must be met by all NSAs.

1. Enacting a Child Safeguarding Policy for the NSA.
2. Unequivocal denunciation of any form of violence, abuse, exploitation, neglect, harassment or bullying against children by implementing policies of zero-tolerance against such acts.
3. Appointment of a Child Safeguarding Officer at the NSA as outlined in Annex 3 of the Policy.
4. Adherence to the guidelines set by MOC to recognize and respond to safeguarding concerns as articulated in Annex 5 of the Policy, including for cases of abuse as well as for cases of poor practice.
5. Educating the management, staff, volunteers, parents and children on safeguarding concerns and the reporting mechanism as outlined by the Annex 6 of the Policy.
6. Lending its full support and cooperation for MOC's Safeguarding Officers and Safeguarding Commission at all times, especially if a safeguarding concern is raised against a member of the management, staff or volunteer of the NSA or if the reported incident occurred during an event organized by the NSA.
7. Adhere to recruitment and selection process checklist in Annex 8 in selecting staff who will be working with children. In this regard NSAs shall check the criminal record clearance for such staff. A sample form is provided in Annex 9 of the Policy.



8. Management, staff and volunteers of the NSAs shall sign the Self Declaration Form. A sample form is provided in Annex 10 of the Policy.
9. Management, staff and volunteers of the NSAs shall sign the Code of Conduct. A sample Code is provided in Annex 11 of the Policy.
10. Management, staff and volunteers of NSAs shall sign that they have received, read, understood and acknowledge NSA's Child Safeguarding Policy. A sample form is provided in Annex 12 of the Policy.
11. NSAs shall conduct risk assessments for events that involve children and shall put in place measures to minimize safeguarding risks. A sample risk assessment guide is provided in Annex 13 of the Policy.
12. NSAs shall declare and inform the supervision ratios for all events involving children as per guidelines in Annex 14 and will implement it internally.
13. NSAs shall develop a checklist for planning and organizing tournaments, overnight stays and away trips. A sample checklist is provided in Annex 15 of this Policy. NSA shall also ensure that parents provide their consent for their children to join away trips. A sample consent form for away trips is provided in Annex 16 of the Policy.
14. NSAs shall adhere to the guide on celebration and communication arrangements, including the use of images of children and communication through social media in Annex 18. A sample consent form for use of children's images in sports is provided in Annex 19 of the Policy.
15. NSAs shall take measures to address the challenges girls face due to lack of female technical and professional staff such as coaches, medical, etc. NSAs shall also take steps to address discrimination against women and girls in sports.

16. NSAs shall work with relevant ministries to ensure their sports facilities meet the minimum requirements including (a) bathrooms, (b) changing rooms, (c) accessibility, or any other condition that is important from a child safeguarding point of view. Maldives Olympic Committee and its partners shall help NSAs in upgrading the current facilities and address current issues such as lack of bathrooms in sports arenas.
17. Establish a mechanism or a framework within the NSA to register commercial sports academies as well as independent professionals such as coaches to ensure they adhere to child safeguarding values and principles while working with children.
18. Take separate actions against safeguarding concerns such as poor practice and abuse that may arise from anti-doping cases, while respecting independent frameworks for anti-doping in sports internationally and at local level such as WADA, CODE and MANADA.

## 12.5

### **ANNEX 5: HOW TO RECOGNISE AND RESPOND TO ABUSE AND STANDARDS OF EXPECTED BEHAVIOUR**

It is not your duty to decide if child abuse has occurred. However, it is your responsibility to report any child safeguarding concerns or suspicions you may have, to the safeguarding officer or to appropriate authorities.

It is important to understand that there are two distinct types of child safeguarding concerns: (a) child abuse and (b) poor practice. Child abuse is an act or omission that harms a child. It can be physical, emotional, sexual or by neglect. Poor practice is an act or actions that do not constitute to child abuse, but behaviour that disregards the needs of the child, thus compromising their wellbeing and safety.

#### **REPORTING ABUSE IN SPORTS**

Children, staff, volunteers and even parents should report any concerns they have to the Safeguarding Officer. Some of these individuals may be more comfortable reporting their concerns directly to their coach, manager or immediate supervisor. However, in such instances, it is the duty of coaches, managers or immediate supervisors to report these cases to the relevant organizations and/or MOC's Child Safeguarding Officer or a safeguarding officer of the NSA, if applicable.

Once a child abuse case is reported to external authorities or a referral is made from the Ministry of Gender, Family and Social Services or Maldives Police Service about a potential case of child abuse within sports, the MOC, it's Safeguarding Commission and the NSA has to be notified of that case, and the responsible authority (MOC, MOC SC or NSA) must recommend the following steps:

- Suspend the alleged perpetrator (if employed by MOC or NSA) from working with children in sports for not more than 30 days, subject to extension after reviewing the status of the case
- Facilitate professional care and other support services to the victim
- Follow-up from the external authorities on the status of the investigation and appeal for an urgent conclusion of the case
- Make a final decision regarding the suspension and/or termination from sports activities depending on the outcome of the investigation.

Grounds for concern for child abuse might exist when there is:

- An account by a person who saw a child being abused.
- Evidence, such as an unexplained physical injury or behavior which is consistent with abuse, such as the child being withdrawn and really quiet when they are not usually so.
- Consistent indication, over a period of time, that a child is suffering from emotional or physical abuse and neglect.
- A specific indication (or disclosure) from a child that they have been abused.

This is not an exhaustive list, but the idea is to present an overview of situations in which potential abuse can be reported. Children rarely talk if they are being abused and often do not know what to do or where to go for help. It is very difficult for children to speak up about abuse, so be vigilant in picking up signs.

The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. This should also be considered if the child seems distressed without obvious reason or displays persistent behavioural problems that he/she never had before. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to certain people, like a coach or team medical officer or his/her parents or guardians.

Children suffering abuse often experience more than one type of abuse. The abuse usually happens over a period of time, rather than being a single, isolated incident. Increasingly, abuse can happen online. Signs of abuse may be physical, behavioural or developmental. The following is a list of some indicators of abuse, but it is not definitive. Additionally, children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be believed.

## PHYSICAL ABUSE

### PHYSICAL INDICATORS

Scratches  
Bite marks or bruises  
Burns  
Untreated injuries  
Broken bones

### BEHAVIOURAL INDICATORS

Self-harm tendencies  
Constantly trying to run away  
Aggressive or withdrawn  
Fear of returning to the arena or home  
Unnecessary fear of adults

## EMOTIONAL ABUSE

### PHYSICAL INDICATORS

Sudden speech disorders  
Bed-wetting  
Signs of self-harm  
Poor peer relationships

### BEHAVIOURAL INDICATORS

Attention-seeking behaviour  
Rocking, thumb sucking  
Fear of change  
Chronic runaway

## NEGLECT

### PHYSICAL INDICATORS

Constant hunger  
Exposed to danger, lack of supervision  
Inadequate/inappropriate clothing  
Poor hygiene  
Untreated illnesses

## SEXUAL ABUSE

### PHYSICAL INDICATORS

Untreated illnesses  
Complaints of soreness, pain or bleeding from "private parts"  
Making sexual advances to adults or children  
Pain on urination  
Difficulty in walking or sitting  
Anorexic/bulimic  
Substance/drug abuse

### BEHAVIOURAL INDICATORS

Tiredness, listlessness  
Poor peer relationships  
Low self-esteem  
Compulsive stealing, begging

### BEHAVIOURAL INDICATORS

Depression  
Inappropriate language and/or sexual knowledge for their age  
Making sexual advances to adults or children  
Low self-esteem  
Afraid of the dark  
Wariness of being approached by anyone  
Unnecessary fear of adults

## DEALING WITH DISCLOSURES OUTSIDE OF SPORTS PROGRAMMES

In some instances, children may disclose information to sport personnel about alleged abuse outside of sport. For instance, a child may report abuse happening at home or school, to a coach or to a safeguarding officer. Such instances should be reported to Gender Ministry or Maldives Police Services immediately. While reporting such cases, it is important to;

- Record information accurately as this may be used as part of any investigatory proceedings that may follow;
- Keep a record of the name of the person or police officer to whom the referral was made;
- Ensure that all information provided is kept in strict confidentiality.

**DO**

- Report it. It is your responsibility
- Remain calm and listen carefully
- Offer comforting statements, particularly when a child discloses sexual abuse, for example, "I'm sorry this happened to you", "It's not your fault"
- Mention that what the child disclosed will be taken seriously
- Explain what you are going to do (depending on the child's age, this may include asking what type of help is wanted and with whose involvement the child would feel comfortable)
- Tell the child that you cannot keep this a secret, but that the information will only be shared in order to keep them safe. [Note that in the Maldives, it is mandatory to report child abuse].

**DON'T**

- Don't be the one to decide if abuse occurred. That is not your responsibility.
- Don't show disbelief or make judgements
- Don't ask detailed, probing or leading questions
- Don't make promises about confidentiality that you cannot keep
- Don't assume that someone else will take the necessary action
- Don't be dismissive or show an extreme reaction, e.g. anger, shock, horror, etc.
- Don't jump to conclusions, speculate or accuse anybody
- Don't make statements that may suggest that the child is at fault
- Don't make or pass a judgment on the alleged abuser
- Don't investigate the disclosure yourself

**REPORTING POOR PRACTICE**

In sport, incidents of poor practice might occur when the needs of children are not given the necessary priority, resulting in their well-being and safety being compromised. Examples might include:

- Taking insufficient care to avoid injuries (e.g. by excessive or inappropriate training for the age, maturity, experience and ability of players)
- Failing to report behavior which may compromise the welfare of a child and allowing concerning practices to go unreported

- Constantly showing favoritism towards or ignoring certain children
- Using foul language and prohibited substances in the presence of children
- Repeatedly ignoring health and safety guidelines, or failing to undertake regular risk assessments, which may put children at risk of harm (e.g. not ensuring that equipment, transport or facilities are fit for purpose, safe to use and accessible)

Once a case of poor practice is lodged, the Child Safeguarding Officer shall refer the case to the Safeguarding Commission, who will deliberate on the matter and propose one or more steps from the following actions, depending on the nature of the case:

- No action
- Advice and/or warning on future conduct
- Mandatory safeguarding training
- Suspension
- Dismissal

The flow chart in Annex 6 will provide further guidance on reporting functions through this Policy.

**CONFIDENTIALITY**

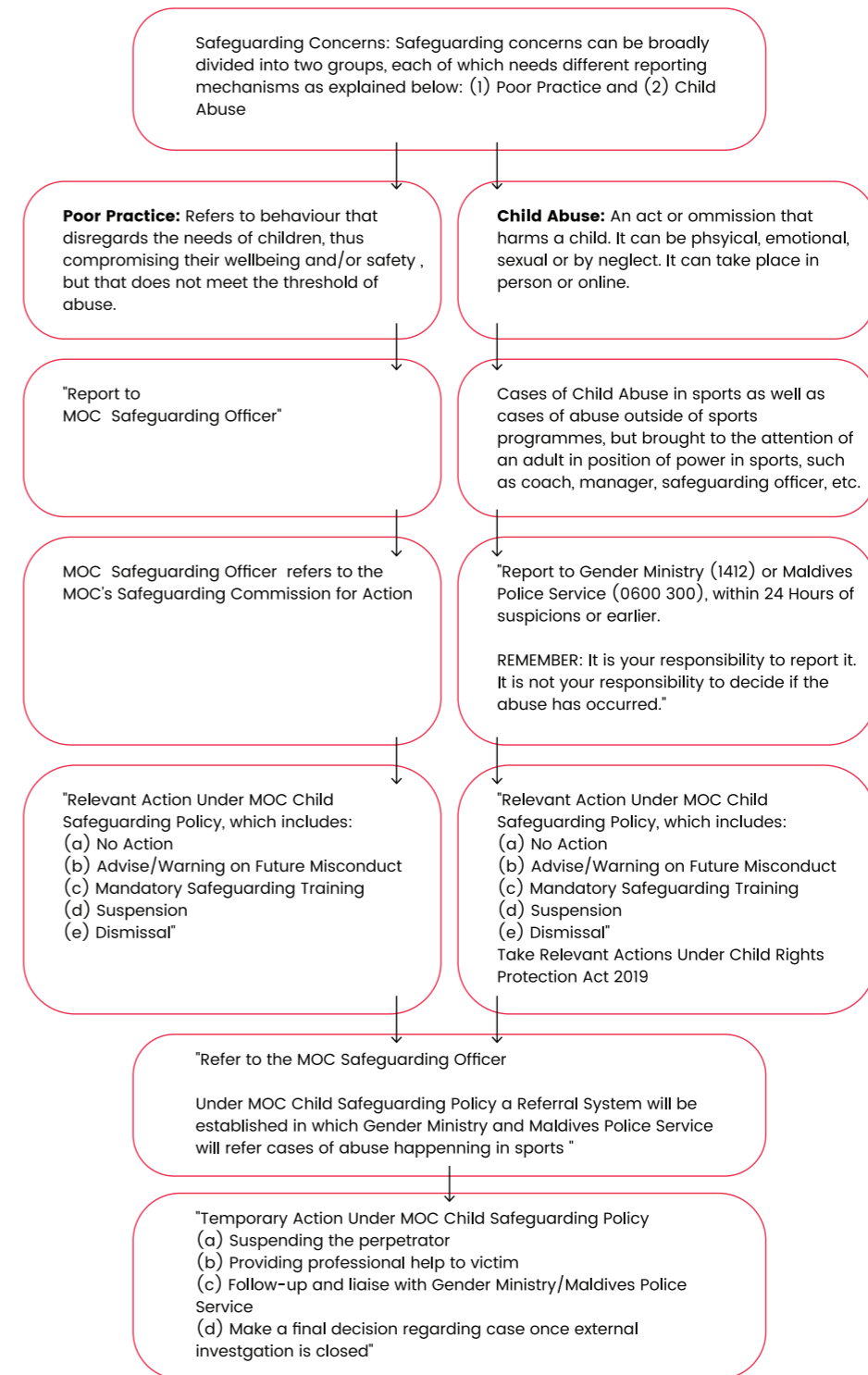
When dealing with concerns relating to possible abuse, staff and volunteers should apply strict discretion and maintain confidentiality. Information should be shared on a “need-to-know” basis only, in order to protect the child to whom the concern or allegations relate. However, information must be shared with statutory authorities or agencies to assist them with the investigation process.

**CONFLICT OF INTEREST**

MOC or NSA personnel dealing with safeguarding concerns must declare conflict of interest at the outset and remove themselves from that particular case or any discussion related to the case, in such instances.

**12.6**

**ANNEX 6: CHILD ABUSE REPORTING FLOWCHART**



12.7

**ANNEX 7: CHILD ABUSE REPORTING FORM**

**THIS FORM MUST BE:**

- Completed for record keeping purposes, when MOC or NSA receives a child safeguarding concern through a phone call or written document.
- Filled by a Safeguarding Officer of MOC or NSA.
- Kept confidential since the document contains sensitive information regarding the potential victim and the alleged perpetrator (only authorized individuals within MOC/NSA shall have access to this document)

Note: This form may be of help in the investigation of cases of child abuse



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DETAILS OF SAFEGUARDING OFFICER	
NAME:	-----
DESIGNATION:	-----
SIGNATURE:	-----
DETAILS OF THE CHILD	
NAME:	-----
ID CARD NUMBER:	-----
DETAILS OF THE GUARDIAN	
NAME:	-----
ADDRESS:	-----
DETAILS OF THE REPORT/REFERRAL	
CASE REFERRED TO MOC/NSA BY:	<input type="checkbox"/> Case referred by (if applicable) <input type="checkbox"/> Ministry of Gender, Family & Social Services <input type="checkbox"/> Maldives Police Service Preliminary Actions Taken: -----
CASE REPORTED BY:	<input type="checkbox"/> Victim <input type="checkbox"/> Parent or guardian <input type="checkbox"/> Club or academy <input type="checkbox"/> MOC/NSA Staff
DETAILS OF THE CASE REPORTED:	Time: ----- Date: ----- Location: ----- Description of the Incident (This can be attached to the form as a separate document) ----- ----- Signs of Abuse Observed, if any: ----- ----- Medical/Psychological Report: <input type="checkbox"/> Yes <input type="checkbox"/> No
DETAILS OF THE PERPETRATOR	
NAME:	-----
ID CARD (if known):	-----
DESIGNATION:	-----
ACTION TAKEN	
DETAILS:	Case reported to Child Helpline 1412 Case reported to Maldives Police Service 300 0600 Name and Designation of the Police Officer / Social Worker: ----- ----- Contact No: Email Address (If available): If any advice by the Police Officer / Social Worker: ----- ----- Contact No: Email Address (If available): If any advice by the Police Officer / Social Worker: ----- ----- Preliminary Action Taken by MOC/NSA: -----
OTHER REMARKS	
OTHER REMARKS:	----- -----

## 12.8

### ANNEX 8: RECRUITMENT AND SELECTION PROCESS CHECKLIST

#### SAFEGUARDING CHECKLIST FOR RECRUITMENT AND SELECTION PROCESS

This checklist is designed to ensure that recruitment policies in Maldivian sports are in line with the core values of child safeguarding. These checks are a minimum standard in recruitment and are mandatory for posts that interact with children in their duties.

#### SAFEGUARDING CHECKLIST FOR RECRUITMENT AND SELECTION PROCESS

##### PRE-ADVERTISEMENT

PROFILE OF THE POST

Will the candidate interact with children in his or her duty?  
If Yes, how and to what extent?

ADVERTISEMENT

If the selected personnel will interact with children, the advertisement shall include a clear statement from MOC/NSA on its commitment to child safeguarding

##### INTERVIEW PROCESS

INTERVIEW

For the posts that are expected to work with children, the following questions must be asked during the interview.

- Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult?
- What is your understanding of safeguarding children in sports?
- How would you handle children who do not want to participate in an activity or does not listen to your instructions?
- Provide some examples of how to work safely with children in sports.

#### PRE-APPOINTMENT

REFERENCE CHECKS

At least two professional reference checks, including one from the most recent employer

PROOF OF IDENTIFICATION

National ID Cards (for locals)  
Passports (for expats)

QUALIFICATION AND  
REGISTRATION CHECKS

National ID Cards (for locals)  
Passports (for expats)

QUALIFICATION AND  
REGISTRATION CHECKS

Certificates and/or other official and authentic documents required for minimum qualification

Certificates and/or other official and authentic documents as evidence of registration (for instance, medical registration for doctors)

CRIMINAL RECORD CHECK

Criminal Record Declaration Form (See Annex 9 of the Child Safeguarding Policy). Foreign staff are expected to provide a police clearance form from their country of origin as well as from countries in which they have worked most recently.

Having a conviction does not necessarily mean that the person cannot be appointed; it depends on the offence. However, any conviction for abuse of a child or a sexual offence shall lead to an immediate decision not to hire the person.

Check Maldives Child Sex Offenders Registry (<http://www.offenders.mv/>)

If the candidate is listed in the Maldives Child Sex Offenders Registry, the candidate shall not be selected for the post. When hiring expat workers, MOC/NSA shall also check publicly accessible national child sex offender's registry.

SELF-DECLARATION FORM

Self-Declaration Form (See Annex 10 of the MOC Child Safeguarding Policy)

12.9

**ANNEX 9: CRIMINAL RECORD CLEARANCE FORM**

**CRIMINAL RECORD CLEARANCE FORM**

Note: This form is designed to obtain relevant criminal record information from local staff. Foreign staff are expected to provide a police clearance form from their country of origin as well as from countries in which they have worked most recently



**CRIMINAL RECORD CLEARANCE FORM**

APPLICANT'S DETAILS				
NAME:	.....			
CURRENT ADDRESS:	.....		PERMANENT ADDRESS:	.....
ID CARD NO:	.....		DATE OF BIRTH:	.....
CONTACT NO:	.....		EMAIL ADDRESS:	.....
CRIMINAL RECORDS				
OFFICE	RECORD YES/NO	SIGNATURE:	NAME & DESIGNATION:	DATE:
If yes, please include the available details of the records				
Supreme Court of the Maldives				
High Court of the Maldives				
Criminal Court				
Department of Judicial Administration				
Prosecutor General's Office				
Maldives Police Service				
Maldives Correctional Service				
Anti Corruption Service				

12.10

**ANNEX 10: SELF-DECLARATION FORM FOR STAFF AND VOLUNTEERS**



**SELF-DECLARATION FORM FOR STAFF AND VOLUNTEERS AT MALDIVES OLYMPIC COMMITTEE AND NSAS**

APPLICANT'S DETAILS				
NAME:	.....			
CURRENT ADDRESS:	.....		PERMANENT ADDRESS:	.....
ID CARD NO:	.....		DATE OF BIRTH:	.....
CONTACT NO:	.....		EMAIL ADDRESS:	.....
POST APPLIED:	.....			
APPLICANT'S DECLARATION - Please answer the following questions				
1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please provide details of any offences or penalties as well as the name of the country and dates in the table below. Please tick <input checked="" type="checkbox"/> as appropriate and follow instructions.				
YES		PLEASE PROVIDE DETAILS	NO	PROCEED TO QUESTION 2
DATE AND THE PLACE:	DETAILS:			
If any circumstances change which would affect your response to this question, you must inform Human Resources Personnel where applicable or the recruiting manager of MOC or NSA about the details without unnecessary delay.				
2. Have you ever been subject to disciplinary proceedings or disqualified from work with children or subject to any other sanctions? Please tick <input checked="" type="checkbox"/> as appropriate and provide details if the answer is yes.				
YES		PLEASE PROVIDE DETAILS	NO	PROCEED TO QUESTION 3
DATE AND THE PLACE	DETAILS:			
3. Please sign the following declaration and return this form with your application for employment, MOC/NSA Human Resources Personnel where applicable or the recruiting manager. Failure to complete this declaration will result in your application being withdrawn.				
<input checked="" type="checkbox"/> I confirm that the information I have given in this form is correct and complete. <input checked="" type="checkbox"/> I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. <input checked="" type="checkbox"/> I understand that any offer of employment made to me may be subject to further review, and I hereby give my consent for MOC/NSA to carry out the relevant criminal record checks. <input checked="" type="checkbox"/> I declare that I will notify Human Resources, where applicable, or the recruiting manager of MOC/NSA immediately if I am prosecuted or convicted for a criminal offense. <input checked="" type="checkbox"/> I declare that I am not currently on any barring list or sex offenders list in any country and declare that I will notify Human Resources, where applicable or the recruiting manager of the MOC/NSA immediately if I do become barred or listed in future.				
SIGNATURE:				DATE:



**GUIDANCE NOTE FOR APPLICANTS**

Why do you need to declare your criminal convictions and other related information?  
 MOC/NSA is committed to safeguarding children from abuse, and expect all staff and volunteers to share this commitment. We ask you to complete this form as comprehensively and honestly as possible. The only people who will see the information provided will be those directly involved in the recruitment process. At your interview, or in a separate discussion post-interview, we will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position.

Having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the offence. We will ensure that anyone making appointment decisions have the necessary information and support to assess the relevance and circumstances of any offences.

What will happen if you are offered the post?  
 If you are offered the post, we will ask for evidence of your identity, your right to work in the Maldives (for expatriates) and your qualifications. We will also carry out a criminal record check and background checks (where applicable in country).

**False information**  
 Please note that providing false information could result in your applications being rejected or your dismissal from employment if you are appointed.

**Retention of information**  
 The information that you provide in the declaration form will be used for the purpose of determining your application for this position and working directly with children.

**12.11**  
**ANNEX 11: CODE OF CONDUCT FOR STAFF AND VOLUNTEERS**

**CODE OF CONDUCT FOR MOC/NSA STAFF AND VOLUNTEERS**

Every member of our staff and volunteers have a duty to create a safe, inclusive and positive environment for children in sports, to ensure meaningful development of their skills, discipline and personality. The well-being of children participating and/or attending our events must be of utmost importance for coaches, referees, managers, medical staff, technical staff, volunteers, parents and all those involved in organizing the events as well as participating in it. Hence, by signing this code of conduct, our staff and volunteers are confirming their commitment to these values.



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**AS A MEMBER OF STAFF OR VOLUNTEER, I WILL PROMOTE GOOD PRACTICES OUTLINED IN THE MOC CHILD SAFEGUARDING POLICY AND:**

- Make sports a fun experience for children
- Complete the basic child safeguarding awareness training as outlined by MOC or relevant NSAs
- Respect the rights and dignity of every child without discrimination of any kind, on account of gender, disability, skin colour, race, ethnicity, nationality, language, dialect, economic status, opinion or any other reason
- Acknowledge that I must report any concern of poor practice or abuse immediately to the child safeguarding officer or appropriate authorities

- Lead by example when it comes to good sportsmanship and be a role model for children – this includes refraining from using foul, racist or other discriminatory language or any inappropriate behavior in the presence of children
- Maintain appropriate boundaries with children and respect my position of trust
- Work in an open environment and avoid spending time alone with children away from others
- Arrive in sufficient time to set up activities and ensure that risk assessments are undertaken as necessary for all activities, programmes, and events involving children
- Ensure children are safe by supervising appropriately and using safe training methods, supervision ratios and techniques
- Challenge any form of bullying behavior among and towards children
- Communicate in a constructive, age-appropriate manner with children and never humiliate them
- Provide meaningful opportunities that empower children to share their views and opinions
- Ensure that confidential information is not divulged unless with the expressed approval of all those concerned or where a case warrants disclosure to relevant authorities

**I WILL NEVER:**

- Never engage in or allow any verbal, physical or sexually provocative games or conversations with a child
- Never engage in any sexual relationship with any player under 18 years of age, including inappropriate touch or making sexually suggestive comments to a child
- Never groom or exploit a child for personal and financial gain
- Never engage in inappropriate use of social media – this includes posting comments that could compromise their well-being or cause them harm
- Never reduce a child to tears or scare or humiliate him/her as a form of control or punishment
- Never intentionally hurt or threaten to hurt a child physically
- Never condone rule violations, any form of violence or the use of prohibited substances
- Never engage in any bullying behaviour

Failure to abide by this code of conduct will result in appropriate action being taken. This may mean your removal from the activity/event for a period whilst an investigation is taking place and may result in disciplinary and/or legal action.

I agree to abide by the above code of conduct.

Name:

ID Card Number:

Designation:

Date:

Signature:

12.12

## **ANNEX 12: CHILD SAFEGUARDING POLICY RECEIPT, READ AND ACKNOWLEDGEMENT FOR MANAGEMENT, STAFF AND VOLUNTEER**



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

### **CHILD SAFEGUARDING POLICY RECEIPT, READ AND ACKNOWLEDGEMENT FOR MANAGEMENT, STAFF AND VOLUNTEERS**

I have received a copy of the MOC Child Safeguarding Policy ('the Policy') and understand that it is my responsibility to abide by it. I further understand that the condition of my work or continuing work with the MOC is dependent upon my compliance with the Policy.

As per the Policy, which complies with obligations under the Child Rights Protection Act (Law No: 19/2019), I understand my responsibility to ensure that the fundamental rights of children are respected and safeguarded at all times, under all circumstances. I will further contribute towards building an organizational culture that promotes and protects the rights of children to ensure a safe and child-friendly environment for all children.

I further understand my obligation to report any instances of suspected or alleged child abuse, exploitation or neglect to the Child Helpline 1412 or Police Helpline 3000600 or MOC Child Safeguarding Officer or NSA's Child Safeguarding Officer, where applicable and appropriate.

I acknowledge that I have read and been informed of the content, expectation and requirements under the Policy for management, staff and volunteers of the MOC/ NSA. I also agree to abide by the terms and conditions of the Child Safeguarding Policy under all circumstances.

I hereby agree to all the conditions stated above. I am signing this document on my own accord without influence from any other party.

Name:

ID Card Number:

Designation:

Date:

Signature:

12.13

**ANNEX 13: RISK ASSESSMENT GUIDE**

This risk assessment guide considers the potential for harm that children may face while they are participating in sports. In order to help mitigate risks, templates for an organisational-level risk assessment and an activity-by-activity risk assessment are included below. Both assessments refer to the possible risk of abuse and not general health and safety risks which is covered separately from safeguarding. These assessments can be adapted as necessary.

Explanation of terms used:

- Potential risk of harm to children: what are the identified risks of harm to children while accessing sports activities or programmes?
- Likelihood of harm happening: what is the likelihood of the risk occurring - low, medium or high? Note that if risks are high, the activity should be modified or cancelled
- Required Policy, guidance and procedure document: what indications of the Policy, guide or procedure are required to alleviate the risk?
- Responsibility: who is responsible? Indicate where the responsibility for alleviating the risk lies.

**GENERAL RISK ASSESSMENT TEMPLATE**

POTENTIAL RISK OF HARM TO CHILDREN	LIKELIHOOD OF HARM HAPPENING	REQUIRED POLICY/ DOCUMENT	RESPONSIBLE STAFF/ UNIT	FURTHER ACTION REQUIRED
<b>PERSONNEL</b>				
Recruitment of inappropriate people working directly with children		<ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Safe recruitment and screening process</li> <li>• Safeguarding training</li> <li>• Signed code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Officer</li> <li>• Safeguarding Commission</li> <li>• Human Resource Personnel</li> </ul>	Streamlining recruitment policies
Lack of training on child safeguarding for coaches and referees		<ul style="list-style-type: none"> <li>• Training on safeguarding for all coaches and referees</li> <li>• Signed code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Officer</li> <li>• Safeguarding Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing "Basic Training" Targets for MOC &amp; NSAs</li> <li>• Development of a Child Safeguarding Module for Maldivian Context</li> </ul>
Lack knowledge of and training on child safeguarding for volunteers		<ul style="list-style-type: none"> <li>• Safe screening process</li> <li>• Safeguarding training</li> <li>• Signed code of conduct</li> </ul>	Safeguarding Officer	Streamlining Volunteering Processes at MOC and NSAs
Easy accessibility to children by adults – e.g. medical staff, security, cleaners etc.		<ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Signed code of conduct</li> </ul>	Safeguarding Officer	Education and awareness on Child Safeguarding Policy

## GENERAL RISK ASSESSMENT TEMPLATE

POTENTIAL RISK OF HARM TO CHILDREN	LIKELIHOOD OF HARM HAPPENING	REQUIRED POLICY/ DOCUMENT	RESPONSIBLE STAFF/ UNIT	FURTHER ACTION REQUIRED
<b>COMPLAINTS &amp; DISCIPLINE</b>				
Complaints of concerning behaviour by any adults towards children		<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>Clear complaints &amp; disciplinary process</li> <li>Guidance on dealing with concerns about a child</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of MOC Safeguarding Officers</li> <li>Establishing Safeguarding Commission</li> <li>Implementing Minimum Standards on Child Safeguarding for NSAs</li> <li>Child safeguarding awareness</li> <li>Child Safeguarding Training</li> </ul>
Absence of a complaints & disciplinary process		<ul style="list-style-type: none"> <li>Implement Safeguarding Policy</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	<ul style="list-style-type: none"> <li>Mechanisms to report and investigate safeguarding concerns</li> <li>Child safeguarding awareness</li> <li>Child Safeguarding Training</li> </ul>

## GENERAL RISK ASSESSMENT TEMPLATE

POTENTIAL RISK OF HARM TO CHILDREN	LIKELIHOOD OF HARM HAPPENING	REQUIRED POLICY/ DOCUMENT	RESPONSIBLE STAFF/ UNIT	FURTHER ACTION REQUIRED
<b>COMPLAINTS &amp; DISCIPLINE CONT</b>				
Complaints not being dealt with seriously		<ul style="list-style-type: none"> <li>Safeguarding Committee Guidelines and Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	<ul style="list-style-type: none"> <li>Developing policies, procedures and guidelines of Safeguarding Officers and Safeguarding Commissions</li> <li>Specialized training for individuals working on child safeguarding</li> </ul>
<b>REPORTING PROCEDURES</b>				
Lack of knowledge of organisational and statutory reporting procedures to local authorities/agencies		Safeguarding Policy Annex on Guidance on dealing with concerns about a child	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	<ul style="list-style-type: none"> <li>Child safeguarding awareness</li> <li>Child Safeguarding Training</li> </ul>
Children being unfamiliar with who to talk to or report if they have any safeguarding concerns		Safeguarding Policy Annex on Guidance on dealing with concerns about a child	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	Awareness on the Child Safeguarding Policy and reporting mechanisms

## GENERAL RISK ASSESSMENT TEMPLATE

POTENTIAL RISK OF HARM TO CHILDREN	LIKELIHOOD OF HARM HAPPENING	REQUIRED POLICY/ DOCUMENT	RESPONSIBLE STAFF/ UNIT	FURTHER ACTION REQUIRED
<b>TRANSPORT &amp; TRAVEL</b>				
Lack of guidance for travelling and away trips		Guidance on planning and organisational arrangements	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	Awareness sessions for children on safeguarding Policy
<b>COMMUNICATION &amp; SOCIAL MEDIA</b>				
Inappropriate use of social media and communication by children		Children's code of conduct	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	Awareness sessions for children on safeguarding Policy
Inappropriate use of social media and communication with children by adults		<ul style="list-style-type: none"> <li>Staff and volunteers' code of conduct</li> <li>Guidance on communication</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	Awareness sessions for children on safeguarding Policy
<b>GENERAL BEHAVIOUR ISSUES</b>				
General behavioural issues		Code of Conduct for adults and children	<ul style="list-style-type: none"> <li>Safeguarding Officer</li> <li>Safeguarding Commission</li> </ul>	Develop disciplinary policies for children and adults

## RISK ASSESSMENT TEMPLATE FOR ACTIVITY

FORM AND LEVEL OF CONTACT WITH CHILDREN	POTENTIAL RISKS IDENTIFIED FOR CHILDREN	STEPS TO MITIGATE RISKS	RESPONSIBLE STAFF/ UNIT	FURTHER ACTION REQUIRED
<ul style="list-style-type: none"> <li>Who are the targeted children?</li> <li>Will the contact be face to face and/or online/digital?</li> <li>What activities will children be involved in?</li> <li>Will the children be photographed, filmed or asked to share stories?</li> </ul>	<ul style="list-style-type: none"> <li>Are there any risks inherent in these activities?</li> <li>Will parents/guardians or staff/volunteers be present?</li> <li>Will there be third parties present outside of MOC/NSA staff/volunteers?</li> <li>What will the environment be like?</li> <li>What physical or emotional issues may arise?</li> </ul>	<ul style="list-style-type: none"> <li>What will you include in your safeguarding planning?</li> <li>Who is your designated safeguarding contact for this activity?</li> <li>What support will be available for the children present?</li> <li>How will concerns be managed should they arise?</li> <li>What safeguarding information will be provided for those involved at the start of the activity?</li> </ul>	<ul style="list-style-type: none"> <li>Coaches</li> <li>Technical Staff</li> </ul>	Risk Assessment and Mitigation Guidelines for Activities
NAME OF THE EVENT: _____				
VENUE OF THE EVENT: _____				
DATE OF THE EVENT: _____				
NAME OF STAFF: _____			SIGNATURE: _____	
DESIGNATION: _____			DATE: _____	
Please confirm that this risk assessment has been copied to the MOC/NSA Safeguarding Officer				

## 12.14

### **ANNEX 14: SAFEGUARDING AND SUPERVISION OF CHILDREN**

The likelihood of accidents and incidents can increase without adequate adult supervision in place for children. Children therefore need to be supervised at all times during all sporting activities. It is vital that MOC and NSAs have enough staff and volunteers that are suitable to undertake various tasks needed to ensure children are safe.

Staffing and supervision ratios can sometimes be difficult to judge and it may not always be possible to stick to recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

Due to major differences in sports and in the level resources, it is difficult to prescribe adult to children ratios for all 17 NSAs through this Policy. Nevertheless, MOC and NSAs shall declare a set of adult to child ratios for all activities involving children, including overseas competitions, national squad trainings or other events, programmes and activities. NSAs can consider ratios set by their international federation for similar activities, while also taking into consideration the available resources. Where set ratios are not very ideal for any reason, actions shall be taken so as to progressively improve those ratios.

All activities should be planned to involve at least two adults. For the purpose of this Policy, if young people are helping to supervise younger children, only those aged 18 or over should be included as adults when calculating adult to child ratios.

The following factors should be taken into consideration in deciding how many adults are required to safely supervise children:

- Number of children involved in the sports activity;
- Age, maturity and sports experience of the children;
- Learning, physical or intellectual disability or special requirements of members of staff, volunteers or children;
- Any inherent risk of working with the selected group of children;
- Particular hazards associated with the sports activity or environment;
- Level of qualification and experience of the members of staff and volunteers;

Important things to remember:

- All activities should be planned to involve at least two adults.
- There should always be at least one adult of the same sex as the group of children involved.
- There should always be at least one adult of each sex if there are mixed groups of children.
- Adults should avoid being left alone with a child.
- All adults working directly with children must be subject to safe recruitment processes, have a signed code of conduct and completed basic safeguarding awareness training as declared by the relevant NSA.

## 12.15

**ANNEX 15: CHECKLIST FOR PLANNING AND ORGANIZING TOURNAMENTS, OVERNIGHT STAYS AND AWAY TRIPS****CHECKLIST FOR PLANNING AND ORGANIZING TOURNAMENTS, OVERNIGHT STAYS AND AWAY TRIPS**

Travelling to away games and tournaments should be both safe and fun for children. Parents and guardians often worry when their children are away but careful planning and preparation can help ease those worries and demonstrate that MOC and NSAs have taken into account the various needs of their children and the potential dangers.

The following guidelines have been developed to assist MOC and NSAs in implementing proper safeguarding measures in planning and organising arrangements for away trips. Much of this preparation can be done at the start of the year when the calendar of events is being planned.

**ESSENTIAL PLANNING – AT THE START OF THE YEAR/SEASON**

MOC/NSAs shall hold a meeting with parents or guardians at the start of the season to explain its safeguarding Policy and measures, introduce staff, and review the code of conduct. This is a great opportunity to discuss procedures for travelling for away games and tournaments. MOC/NSAs shall also hold a meeting with children for the same purposes.

In addition, MOC shall ensure the following when traveling:

- Parental (or guardian) consent forms are signed.
- A safeguarding officer or approved chaperone(s) is present
- There should always be at least one adult of the same sex as the group of children involved.

- There should always be at least one adult of each sex if there are mixed groups of children.
- There should be a qualified first-aider with the team who has read and signed the code of conduct.
- If team medical staff (doctor or physiotherapists etc.) are joining the trip, they must always treat a child for illness or injury in a manner that reflects the ethos of their profession. They must also read and sign the code of conduct.
- Ensure that correct insurances are in place.
- The code of conduct is signed by all those travelling (both adults and children).
- Children know whom to contact if they have a safeguarding concern.

Important things to remember:

- Draw up a programme for the trip which includes departure and return dates and times.
- Set up a meeting with the parents, guardians and players to share programme of events and address any questions or concerns they may have regarding the trip.
- Someone from the MOC/NSA who is not traveling needs to be identified as a point of contact. He/she should have a list of those going on the trip and their contact details.
- Make sure everyone in the group is aware of who the safeguarding focal point or approved chaperone(s) for the trip is and ensure that he/she is suited to this role.



#### Other Important considerations - **Before traveling**

- Work with the players to establish rules for the trip (and penalties for those who break them).
- Sign the children's code of conduct.
- Agree on who is sharing accommodation.
- Ensure that you have your staff bedrooms spread out; for example – if the group is over three floors, there should be at least one adult room on each floor. Ideally, the whole team should be on the same floor. Adults, including young athletes should not share rooms with child athletes

#### Other Important considerations - **On arrival**

- Ensure there is no access to alcohol or drugs in the rooms or at any other time.
- Ensure movie and other media access is appropriate and that adult movie channels are not available in children's rooms.
- Ensure that everyone is aware of fire exits and emergency procedures.
- Ensure group meetings are held to review the programme and rules.
- Ensure children have their ID badge on them at all times.

#### Other Important considerations - **During the trip**

- Hold daily group meetings and staff meetings. They do not need to be long and should provide the opportunity to discuss any issues or problems and solve them.

#### Other Important considerations - **Upon return**

- Prepare a report of the trip.
- Have separate meeting with children and staff to review what they enjoyed and what they would change about the trip; this can help with planning of future trips.

Staff and volunteers on away trips have a responsibility to:

- Ensure the safety and well-being of children. This will mean carrying out a risk assessment in advance, including for transport and accommodation.
- Arrive at the airport for departure well ahead of children so that they are not left alone.
- Arrange a group meeting point prior to boarding the mode of transport (i.e. bus, plane, train).
- Ensure children are given the name and contact of the safeguarding focal point or approved chaperone(s) accompanying them on the trip as well as the emergency contact information of the destination.
- Familiarize the group with the emergency exits in the event of a fire, and agree on a group meeting point – including at the stadium where the matches will take place.

- Medical staff (i.e. doctors and physiotherapists) on the trip must always treat a child for illness or injury in a manner that reflects the ethos of their profession. This includes not gaining any individual access to players.
- Avoid spending time alone with a child or young person and ensure that the team doctor, physiotherapist or medical staff is accompanied by another member of staff when treating players.
- Should a child or young person have to remain in the hotel during the course of the tournament or trip due to injury or illness, try to ensure that two staff members remain behind to look after him/her.
- In the event that a child or young person falls ill, or is seriously injured, and has to remain behind after a tournament or match, ideally two members of staff should remain with the child if possible. Staff have a duty of care to ensure that the child returns safely to his/her home/home country.
- If “time off” is permitted by the head coach, staff and players should sightsee or partake in recreational activities as a group.
- Ensure that all players partake in group excursions, so that no child or young person is left alone in the accommodation. Arrange a “meeting point” for players in the event of a player being separated from the group.
- Have access to mobile phones and be reachable 24/7. Staff should have a full list of contact names and numbers of parents and guardians, and vice versa, in case of emergency.
- Ensure there is a clear missing child Policy in place, which everyone is aware of.



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CHECKLIST FOR PLANNING AND ORGANIZING TOURNAMENT, OVERNIGHT STAYS AND AWAY TRIPS	
<b>PURPOSE OF THE TRIP</b>	
<input type="checkbox"/>	Competition: .....
<input type="checkbox"/>	Training: .....
<input type="checkbox"/>	Others (please specify): .....
<input type="checkbox"/>	Combination: .....
<b>DETAILS</b>	
<input type="checkbox"/>	When: .....
<input type="checkbox"/>	Where: .....
<input type="checkbox"/>	Who (staff/volunteers/players): .....
<b>COMMUNICATIONS TO BE SHARED WITH PARENTS/GUARDIANS</b>	
<input type="checkbox"/>	Destination and accommodation details (address/telephone): .....
<input type="checkbox"/>	Name(s) numbers (s) of safeguarding officer and/ or approved chaperone (s): .....
<input type="checkbox"/>	Agreed drop-off/pick-up times: .....
<input type="checkbox"/>	Transport arrangements in place: .....
<input type="checkbox"/>	Competition details: .....
<input type="checkbox"/>	Kit and equipment list: .....
<input type="checkbox"/>	Signed consent form: .....
<input type="checkbox"/>	Information regarding medical conditions (including allergies) or impairments and access needs and medication: .....
<input type="checkbox"/>	Safeguarding arrangements (reporting concerns, supervisions etc): .....
<b>TRANSPORT</b>	
<input type="checkbox"/>	Drop-off/pick up times: .....
<input type="checkbox"/>	Suitability and accessibility requirements: .....
<input type="checkbox"/>	Insurance: .....
<b>ACCOMMODATION</b>	
<input type="checkbox"/>	Type (hotel, hostel etc): .....
<input type="checkbox"/>	Pre-event visit and risk assessment done, if possible: .....
<input type="checkbox"/>	Special diets, food allergies: .....
<input type="checkbox"/>	Suitability for group including access needs of attending disabled children ( this might include accommodation and meals for carer or personal assistant: .....
<input type="checkbox"/>	Room lists: .....
<input type="checkbox"/>	Sleeping arrangements for supervising adults: .....
<b>PREPARING PLAYERS</b>	
<input type="checkbox"/>	Local culture, language: .....
<input type="checkbox"/>	Expectations on dress and behaviour: .....
<input type="checkbox"/>	Food and drinks: .....
<input type="checkbox"/>	Currency: .....
<input type="checkbox"/>	Telephones and contacts: .....
<b>SUPERVISION AND STAFFING</b>	
<input type="checkbox"/>	Agreed ratio of staff to children: .....
<input type="checkbox"/>	Clear responsibilities for Male/Female staff: .....

DOCUMENTATION	
<input type="checkbox"/>	Travel tickets: .....
<input type="checkbox"/>	Passport, visas: .....
<input type="checkbox"/>	Accommodation booking documents: .....
INSURANCE	
<input type="checkbox"/>	Liability: .....
<input type="checkbox"/>	Accident: .....
<input type="checkbox"/>	Medical: .....
EMERGENCY PROCEDURE	
<input type="checkbox"/>	First Aid: .....
<input type="checkbox"/>	Specific medical information available for players where needed: .....
<input type="checkbox"/>	Information on local emergency medical services, hospitals, etc: .....
ARRIVAL	
<input type="checkbox"/>	Check rooms and meal times: .....
<input type="checkbox"/>	Arrange group meetings: .....
<input type="checkbox"/>	Confirm procedures with staff: .....
<input type="checkbox"/>	Explain rules and guidelines (eg: curfews): .....

12.16

**ANNEX 16: PARENTAL CONSENT FORM**



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

**PARENT/GUARDIAN CONSENT FORM FOR AWAY TRIPS**

NAME OF THE EVENT:			
TICK	DETAILS		
<input type="checkbox"/>	Parent/guardian consent statement		
<input type="checkbox"/>	I agree with my child's participation in this activity		
<input type="checkbox"/>	I have answered the questions regarding medical information below, and consent that, in the event of any illness or accident, any necessary treatment can be administered to my child, which may include the use of anesthetics.		
<input type="checkbox"/>	I understand that, while the adult officials will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury caused to my child.		
<input type="checkbox"/>	I have read the codes of conduct and acknowledge the need for my child to behave responsibly.		
Travel Arrangements			
<input type="checkbox"/>	I agree to the transport arrangements that have been made for the child.		
DETAILS OF THE CHILD			
First name:		Surname:	
ID card number:		Age:	
Home Address:			
CHILD MEDICAL INFORMATION			
Does your child			
Have any allergies:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please specify: .....
Take any medication:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please specify: .....
Have special needs:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please specify: .....
Require special accessibility:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please specify: .....
Other information:			
I am aware that the MOC/NSA contact person for the trip is:			
Name:		Designation:	
Maldives contact:		Away contact:	
I confirm that, to the best of my knowledge, my child does not suffer from any medical condition other than those detailed above and that I will inform the association if this changes.			
DETAILS OF PARENT/GUARDIAN			
First name:			
ID card number:			
Signature:			

12.17

**ANNEX 17: POLICY ON MISSING CHILD**

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**MISSING CHILD POLICY**

It is recommended that staff and volunteers make adequate arrangements to ensure that all children are accounted for at all times to avoid a “missing child” situation. However, upon discovering that a child has gone missing, staff members are expected to:

- Immediately make a search of the surrounding area;
- Request help from additional staff or volunteers;
- If it is a public building, alert building staff of the situation and ask for assistance in searching for the missing child;
- If it is a place where it is possible to seal off exits and access CCTV footage, request that this is done immediately;
- Ensure that people involved in the search are given a description of the child and what he/she is wearing;
- Reassure the other children as this could become a distressing situation for them.

If the immediate search is unsuccessful:

- Inform the police immediately and provide detailed description of the child
- Inform parents/guardians of the situation as soon as it is reasonably practical to do so.

After the child is found, a detailed case report must be filed. Based on the report, the Child Safeguarding Commission shall review the policy and procedure to establish what went wrong and how it can be avoided in future.

12.18

## ANNEX 18: CELEBRATION AND COMMUNICATION ARRANGEMENTS, INCLUDING THE USE OF IMAGES OF CHILDREN AND COMMUNICATION THROUGH SOCIAL MEDIA



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

### CELEBRATION AND COMMUNICATION, INCLUDING THE USE OF IMAGES OF CHILDREN AND COMMUNICATION THROUGH SOCIAL MEDIA

#### CELEBRATION & COMMUNICATION: SAFE USE OF IMAGES OF CHILDREN

Photographs, films and video clips are a great way to publicise sports activities and programmes. The aim of this guide is not to curb such activity but to ensure that children are protected from those who might seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Children and their parents or guardians should be informed that the child may, from time to time, be photographed or filmed whilst participating in sports activities or programmes. This could be for the following reasons:

- Celebrate achievements.
- Promote activities and keep people updated on what is happening.
- Performance development and analysis.
- Media coverage of an event.
- Website or publications.

#### PERMISSION

MOC/NSA will take all reasonable steps to promote the safe use of social media, photography and filming through following guidelines. Written consent should be obtained from parents or guardians before any photography or filming takes place. (e.g. through a consent form –Refer to Annex 19)

#### SAFE USE OF IMAGES AND GENERAL INFORMATION:

To minimise any risk of harm for children, the following information should be considered:

- Unsupervised access or one-to-one photography or video sessions with under-18s should not be allowed. At least one staff member or the child's parents or guardians should attend any one-to-one photography or video session.
- Photographing or filming should not be permitted in changing areas, bathrooms or sleeping areas.
- Information published on websites or social networking sites must never include detailed personal information that could identify a child, e.g. his/her home address, email address or contact number.
- Children should never be portrayed in a demeaning, tasteless or provocative manner. Ensure the child is appropriately dressed for featured photos/videos

#### MEDIA COVERAGE

There is a lot of interest from media entities to cover sporting activities and those that feature children are not an exception. The negative impact of any photo or an article published by the media could be compounded due to their high outreach. Hence, MOC/NSAs must take proactive measures to sensitize authorized media entities on child safeguarding and educate them on the do's and don'ts of covering sporting activities featuring children. This can be done by:

- Registering media who can cover the event, with simplified options such as google forms, etc. These forms can also be used to educate media on why registration is important for child safeguarding.
- Providing a briefing on the Child Safeguarding Policy and what is expected of media while covering the event.
- Taking actions against media outlets who fail to adhere to the child safeguarding guidelines either through MOC/NSA's internal mechanisms such as safeguarding commission or media professional bodies such as Maldives Media Council or Maldives Broadcasting Commission.

#### **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA**

ICT and social media are often used to celebrate and communicate sporting events. However, misuse of ICT and social media can also put children at considerable risk.

#### **RISKS FOR CHILDREN**

- Sharing of personal details (e.g. names, email addresses or phone numbers).
- Easy access or unwanted contact from adults with wrongful or questionable intent.
- Being sent offensive or inappropriate content.
- Online bullying or harassment.
- Grooming for sexual abuse.

#### **RISKS FOR ADULTS**

Communication with children being misinterpreted leading to:

- Potential investigation by internal or statutory agencies
- Potential disciplinary action.

As a general principle and good practice, adults should never engage in inappropriate use of social media. This includes: direct messaging with children and posting comments on social media sites that could compromise the wellbeing of a child, cause him/her harm, or bring the MOC/NSA into disrepute.

#### **TEXT/EMAIL**

The general principle is that all communication should be made via parents or guardians of children where possible. Where this is not possible, consent should be sought from parents/guardians, as well as the child via email with a minimum of two adults (copied) in the communication rather than text messages.

#### **CONCERNS THAT SHOULD BE REPORTED TO THE CHILD SAFEGUARDING OFFICER**

- Misuse of an image or if at any time the use of an image or information attached to it appears to be inappropriate.
- Any behavior by an adult which could reasonably be viewed as inappropriate in relation to filming or photographing children or the use of social media.
- Suspicions or concerns of poor practice or child abuse.

12.19

**ANNEX 19: CONSENT FORM FOR USE OF CHILDREN’S IMAGES DURING SPORTS**



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**CONSENT FORM FOR USE OF CHILDREN’S IMAGES IN SPORTS**

CHILD'S DETAILS	
NAME:	
ID CARD NO:	
NAME OF PARENT:	
APPLICANT'S DECLARATION:	
TICK	DETAILS
<input type="checkbox"/>	By signing this form as a parent, I give the permission for: Photographs or videos of my child to be used on the MOC/NSAs website and for printed publications
<input type="checkbox"/>	Photographs or videos of my child to be used on the MOC/NSAs social media pages
<input type="checkbox"/>	Videos of the child that are recorded and to be used for performance development of my child or the team.
signature of the parent:	date:

12.20

**ANNEX 20: SAFE USE OF CHANGING ROOMS AND SHOWERING FACILITIES**



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**GUIDELINE FOR SAFE USE OF CHANGING ROOMS AND SHOWERING FACILITIES**

MOC is committed to effectively meet the needs of all members of the sports family, taking into account the facilities that are available, the number of people accessing them and the activities being undertaken.

Children are particularly vulnerable in changing areas as they are less supervised there in comparison to other times/places. The risk of child-to-child problems, such as bullying is more frequent when coaches or staff members are not supervising the athletes. This can especially happen in changing rooms.

The following guidelines have been designed to reduce the risk of misconduct or abuse in changing areas:

1. Where both adults and children use facilities simultaneously, there must be access to separate changing, showering and toilet areas.
2. Under no circumstances should adults be undressed in front of children in changing rooms.
3. Adult staff and volunteers must not change or shower at the same time as children using the same facilities.
4. For mixed-gender activities, separate facilities must be available for boys and girls.

5. If a child feels uncomfortable using the changing room or showering facilities, then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.
6. Facilities must be accessible in view of the potential use of the facilities by children with disabilities.
7. The use of mobile phones and/or photographic equipment with video recording capabilities by staff and volunteers and children themselves should be prohibited in changing rooms.
8. Where no changing facilities are available, children and their parents or guardians should be made aware of this prior to the game and advised to make alternative arrangements.
9. Parents should not be allowed to enter changing rooms unless it is absolutely necessary. In such circumstances, adults must ensure that children are adequately dressed to allow the parent to enter into the room. Even in such instances, only a parent of the same sex as the children may enter the changing room, and they should let the coach know about this in advance. At least one member of the coaching staff of the same sex as the children involved should be present with the parent when other children are in the changing room.
10. Adult staff and volunteers, especially those of the opposite sex, should not be in the changing room when children are changing.

## 12.21

### **ANNEX 21: CODE OF CONDUCT FOR CHILDREN**

Upholding the ideals of fair play, respect and sportsmanship is a primary element of our mission. The following Code of Conduct was developed by MOC/NSAs as an agreement to be signed by the athlete to achieve this. The purpose of the Code of Conduct is an to abide by the rules and regulations of the game, demonstrate positive attitude, set a good example and maintain good relationship with all athletes – including officials, opponents, and our own teams' players, parents, and coaches. It is also designed to educate and empower children on child safeguarding.

- This form is expected to be signed after a short session on its contents, to ensure that children understand the code of conduct.
- Children must be allowed to take their time to go through it, ideally in a group setting.
- Adults shall explain should children have any questions or clarifications.
- The code of conduct is designed to be signed by all children above the age of 13.
- Children who are 12 years and younger are not expected to sign this code of conduct.
- For children below the age of 15, facilitators are expected to explain more in-depth, prior to signing the document.





بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

### IN PLAYING SPORTS, I WILL:

1. Play by the rules of sports and in the spirit of the game.
2. Be a team player and promote fair play.
3. Understand that winning isn't everything - having fun, playing fair, improving my skills, making friends and doing my best are all important.
4. Acknowledge all good play - that of my teammates and of my opponents.
5. Be gracious in defeat.
6. Shake hands with the other team and the referee at the end of the match.
7. Show respect at all times for all coaches, all referees, all players, all spectators, and all officials.
8. Manage my temper and be respectful of people around me.
9. Refrain from physically fighting and hurting others.
10. Not take part in any form of bullying, either to an opposing player or to a player on my team. Bullying in any form, whether in person or electronically through any form of social media will not be tolerated.
11. Not spread rumors about anyone or use foul or abusive language or inappropriate gestures.
12. Not exclude someone on purpose.
13. Not use social media in a negative way - e.g. posting mean comments or photos, on social media (Instagram, Facebook, Snapchat or Twitter, etc.) to hurt or upset someone.
14. Report bullying or abuse if I see it happening to others.

15. Understand that coaches are there to coach and that if I am found to be behaving badly, my coach is permitted to remove me from the event.
16. Recognize that practices are as important as games.
17. Ensure I am on time for training, matches and any other sports activity according to the standards set by the coach.
18. Notify the team coach at least 3 hours in advance so that arrangements for substitutes can be made, If I cannot attend a game or practice.
19. Tell the team manager/coach about any injury or medical condition before or during activities.
20. Understand that players starting line-up are based on several factors including attendance at practices, player's position, effort, attitude, etc.
21. Understand that coach's decisions on play time is based on several factors including attendance at practices, player's position, effort, attitude, chemistry, tactical understanding, technical ability, etc.
22. Leave all venues as neat and tidy as I found them.
23. Take good care of my sportswear and equipment.
24. Wear approved attire as determined by my coach at practice and games.
25. Recognize that infractions that occur during the game are governed by the Laws of the Game and will be decided by the Referee.
26. Be responsible for reimbursing the MOC/NSA for any and all fines payable by the MOC/NSA due to my actions or inactions. Failure to pay any fines will result in my suspension from the MOC/NSA for an indefinite period of time.

**IN PARTICIPATING IN SPORTS, I UNDERSTAND THAT I HAVE THE RIGHT TO:**

1. Have fun and develop my skills;
2. Feel safe and happy;
3. Be protected from bad behavior, from adults or other children that make me feel uncomfortable or sad;
4. Talk and be listened to, especially if I have any concerns
5. Know where to go for help or who to talk to if I am scared or worried about something;
6. Be looked after if there is an accident or injury

I agree to abide by the above code of conduct.

Name of the Child:

ID Card Number:

Signature of the Child:

Parent/Guardian's Signature:

**12.22****ANNEX 22: CODE OF CONDUCT FOR PARENTS AND GUARDIANS**

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**CODE OF CONDUCT FOR PARENTS AND GUARDIANS**

Parents and guardians can promote positive aspects of sports by demonstrating good behaviour at all times. This includes encouraging their child's participation in the game, demonstrating respect for staff and officials and behaving responsibly on the side-lines sporting activities as well as on social media while supporting your child.

**AS A PARENT/GUARDIAN, I WILL:**

1. Encourage my child to play by the rules
2. Teach my child that they can only do their best.
3. Cooperate with and show appreciation and respect for staff, coaches, referees, volunteers and other players.
4. Be realistic and never exert undue pressure or expectations on my child or other children.
5. Praise effort and participation rather than focusing on performance and results.
6. Accept decisions made by match officials, behave responsibly on the sidelines and not use aggressive or abusive language with any player or official.
7. Refrain from engaging in inappropriate use of social media – this includes posting comments on social media sites that may cause harm to others or bring the MOC/NSA or its stakeholders into disrepute.

8. Detail any health concerns and inform the coach/coordinator if my child has been ill or hurt recently.
9. Complete and return the relevant consent forms pertaining to my child's participation.

**AS A PARENT/GUARDIAN, I HAVE THE RIGHT TO:**

1. Know my child is safe and protected from any form of poor practice or abuse.
2. Be informed of any problems or concerns relating to my child.
3. Speak to staff and voice any concerns about my child.
4. Have concerns about my child dealt appropriately.

Persistent breaches of this code could result in certain punitive measures, including being asked to stay away from sports matches or events and may also result in my child being removed from MOC/NSA programmes.

I agree to abide by the above code of conduct.

Name of the Parent/Guardian:

ID Card Number:

Name of the Child:

Parent/Guardian's Signature:





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