SAFEGUARDING SURVEY

April 1
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**International Federation of
Muaythai Associations**

TABLE OF CONTENTS

INTRODUCTION

This assessment tool was developed by IFMA to help your organization to identify whether it is doing everything to maintain safe environment for children and young people in sport. It will also allow the International Federation to assess the overall safeguarding landscape in our sport.

The survey consists of nine sections, which will help you to assess your organisation's strong areas and areas that need improvement. There two types of questions in the survey: some are "YES/NO" answers, the others require detailed answers.

POLICY

1. Does your organisation have a safeguarding or child protection policy?		
Is it still relevant to the organisation?		
When was it last reviewed?		
Has it been updated in line with recent legislation?		
Is it directly relevant to the needs of the sport?		
Is there a signed statement of approval from the Executive Committee or equivalent?		
Is it clear what the authority of the National Federation over member organisations that fall within its umbrella?		
Do they subscribe to the safeguarding policy?		
2. Is the policy written in a clear and easily understood way?		
Is it written in clear and jargon free sentences?		
Can members find key information from the policy around the commitment to safeguarding and who to contact in the event of concerns?		
Is it clear what to do in the event of a concern?		
3. Is the policy publicised, promoted and distributed to relevant audiences?		
Do members of your organisation know about it?		
How is the policy shared with members?		
Do you have the policy on your website or is it available in hard copy?		
How is the policy promoted? (e.g. leaflets, web-banners, etc.)		

IMPLEMENTATION AND MONITORING

1. Is there a written plan to show what steps will be taken to safeguard children?

Does this plan identify priority safeguarding areas?		
Have senior management signed up to the safeguarding policy? Do they understand and support the plan?		

2. Are all safeguarding concerns and complaints recorded and followed up?

3. Is there a process to manage incidents, allegations and complaints?

4. Is the safeguarding policy tied in to disciplinary and other sanctions to ensure that they are effective.

PROCEDURES

1. Are there clear step-by-step safeguarding procedures on what do if there are concerns about a child?

2. Is it clear to whom the procedures apply?
It is useful to distinguish between children (under 18) and vulnerable groups (adults who are additionally vulnerable such as through disability)

3. Are there clear definitions of abuse within these procedures?
It is useful to define the types of abuse.

4. Have you included guidance about how to respond to a child in the event of concerns?
It is useful to consider who would liaise directly with a child, ensuring that sensitive issues are managed effectively, confidentiality is maintained, any statutory investigation is not compromised and that the child's voice is heard.

5. Is there a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation?		
Do you have recording forms?		
How are safeguarding records stored securely? (e.g. lockable cupboards, password protected computers).		
6. Have you included guidance on photography, social networking, texting and emailing?		
Is there guidance on the use of video and photography at events?		
7. Is there guidance on the use of social networking, texting and emailing?		
How is information about the procedures distributed and promoted? To children and young people, parents and carers, members, coaches, etc?		
8. Is there is a designated safeguarding person/s identified within the organisation? It is important to identify this person and consider what their role entails, ensuring that they have the time, training and support to undertake this role.		
Do other people within the organisation know who the designated person is?		
9. Is there is a process for dealing with complaints about unacceptable and/or abusive behaviour towards children?		
Is there a whistle-blowing procedure to encourage expressions of complaint or concern?		
Are complaints linked to disciplinary procedures?		

PREVENTION

1. Are there policies and procedures for recruiting staff and volunteers working with children?

Are there clear recruitment procedures that take into account the additional requirements for all those in contact with children?		
Are there procedures to identify which staff and volunteers are required to have which checks, e.g. criminal records checks for those in regulated activities?		

2. Are there well-publicised ways to raise concerns about unacceptable behaviour by staff or volunteers?

Do you have a whistle-blowing procedure that includes concerns about safeguarding issues?		

3. Is there a safeguarding plan and guidance around transporting children and trips?

Do you have a standard template to plan for children's welfare when transporting them or taking them on trips?		

4. Do you have forms to ensure you have parental consent for activities?

Parents should be kept informed about who is responsible for their child(ren) and what to expect from activities.

EDUCATION AND TRAINING

1. Is there an induction process for all staff and volunteers in contact with children?

Is there clear induction documentation or guidance?		
When was this last reviewed?		

How do new recruits find out about the safeguarding procedures and expectations upon them?		
Are they required to sign up to codes of conduct to make expectations upon them explicit?		
2. Are all staff and volunteers provided with safeguarding training according to their specific roles and responsibilities?		
3. Are children provided with information on where to go to for help and advice?		
Is this online or in hard copy?		

ACCESS TO SUPPORT

1. Are children and young people provided with information about where to get help and support?		
2. How do you communicate with children and young people? Your organisation may use websites, applications, posters, leaflets or meetings to communicate with young people.		
3. Are contacts established at a national and/or local level with statutory child protection agencies? Have you developed lists of contacts for specialist advice and information?		

CODES OF CONDUCT

1. Do you have a code of ethics?		
Does this code contain core ideals including valuing children, respecting rights, commitment to fair play, equality?		
Is it available online and / or in hard copy?		

2. Is there guidance on expected and acceptable behaviour of children towards other children?		
Do you have codes of conduct for children about behaviour towards other children?		
Does this include information about bullying?		
Does the code of conduct cross reference to disciplinary procedures and outline the consequences of unacceptable behaviour?		
3. Are there processes for dealing with behaviour that is unacceptable?		
Do you have disciplinary and grievance proceudres?		
What are the sanctions?		
How are they managed and reviewed?		
Who makes decisions about sanctions?		
What is the process for appealing them?		
Is there guidance available around dealing with challenging behaviour?		
4. How do senior management promote a culture that ensures children are listened to and respected?		
Has the Executive Board officially approved the procedures?		
Is there a forward from the President or Executive Board or equivalent to support the policy and procedures?		
EQUITY		
1. Does your safeguarding policy make it clear that all children have equal rights to protection?		
Does the policy include an equity policy or statement?		

2. Do your codes of conduct make it clear that discriminatory, offensive and violent behaviour is unacceptable?		
Do your codes of conduct include the responsibility of adults and children to treat one another with respect?		
Do your codes explicitly require adults and children to treat one another with dignity, respect, sensitivity and fairness?		
COMMUNICATION		
1. Is the organisation's commitment to safeguard children and young people openly displayed and available to all?		
2. Are children and young people made aware of their right to be safe from abuse?		
How have children and young people been involved in promoting this information, e.g. in the design of product/materials? Involving children in the development and design of information ensures that it is accessible, engages them in discussion around safeguarding and communicates the organisation's commitment to safeguarding.		
3. Is information made available to young people and parents about where to go for help in relation to child abuse and other safeguarding concerns?		
How is information about where to go for help promoted to young people and parents?		
4. Is information provided in a format and language that can be easily understood by all service users?		
5. Does everyone in the organisation know who to contact in the event of concerns?		

How are details about the designated child protection or safeguarding officer made available and promoted?		
How is this available at a national, county (if relevant) and club level?		