



Bhutan Football Federation

SAFEGUARDING CHILDREN POLICY

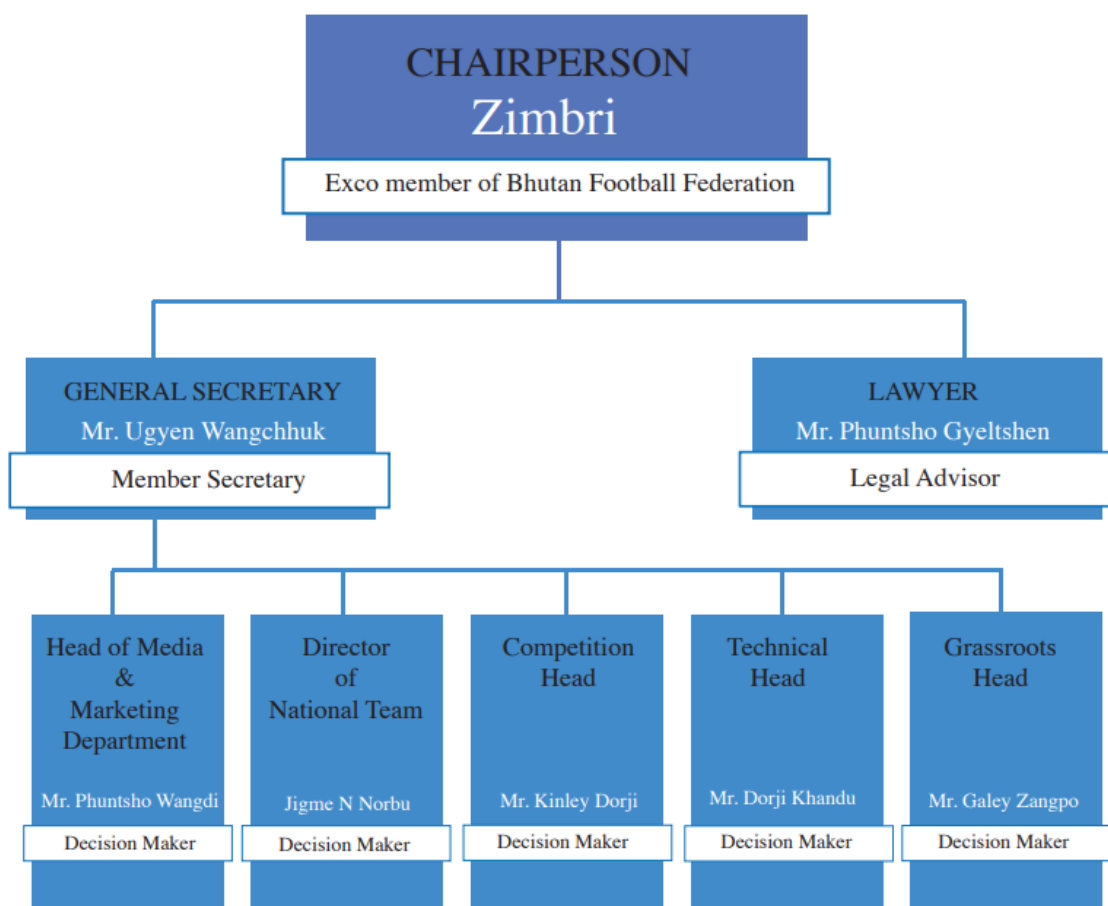
GUIDANCE FOR STAFF AND VOLUNTEERS

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INTERNAL COMMITTEE FOR SAFEGUARDING

Committee Members of Bhutan Football Federation - Safeguarding Policy



1. Policy Statement

Bhutan Football Federation (BFF) aims to create a physically and emotionally safe environment irrespective of age, religion or belief, disability or gender assignment for children whilst participating in football activities. We acknowledge that children have their rights to be free from all forms of abuse and therefore it is our duty to safeguard them at all costs. BFF will be an organization that will be a place where children and youth can flourish to have positive experiences and stay safe.

1.1. Vision

To create a safe environment for every child whilst experiencing football.

1.2. Mission

Protect children by embedding safeguarding measures through proactive actions, preventative works, training and the provision of clear policies and guidelines.

BFF plans to:

- Put an end to all types of violence against girls, boys and young adults in football.
- Create a strong system for child protection that operates effectively across all levels and at all times, including emergency periods.
- Ensure that no child should feel unsafe in their sporting environment.

BFF further commits to the following:

- Appoint a safeguarding officer (January 2021).
- Develop implementation plan to embed safeguarding measures (March 2021).
- Ensure children are informed of their rights and understand where to go if they have concerns or need any help/assistance.
- Require all members of staff and volunteers to sign and comply with the code of conducts.
- Ensure the establishment of safe recruitment practices.
- Ensure that the confidentiality and accuracy of records of concerns, allegations and reports, including but not limited to evidence submitted, are maintained and stored securely.

1.3. Purpose

Everyone has a right to be protected from any sort of harassment. In order that this right is enforced, the BFF has identified two special-attention groups that need safeguarding:

- Children (all girls and boys below the age of 18)
- Vulnerable adults, i.e. youth under the age of 20 who are vulnerable to economic exploitation in football.

This Policy provides a framework to ensure that children are safeguarded in BFF's delivery of footballing activities, specifically with the following objectives:

- To provide a safe and secure environment for young children with both on-field and off-field activities.
- To develop and exhibit the best practices within the area of safeguarding children.
- To promote and achieve the best practices, i.e. Standard Operating Procedures and Terms of References, for safeguarding children as possible.

What standard and requirement is this policy based on?

The practices and procedures within the policy are based on the laws of the country such as the *Child Care and Protection Act 2011*, *Child Care and Protection Rules and Regulation of Bhutan 2015* and other Guidelines set by UNICEF.

1.4. Scope

This policy applies to the following people:

1. coaches/instructors;
2. medical staff;
3. managers;
4. administrators;
5. coordinators;
6. volunteers;
7. parents/guardians;
8. peer or youth mentors;
9. implementing partner;
10. consultant/contractors; and
11. subcontractors.

2. Definitions

2.1. Child

Any girl and boy below the age of 18.

2.2. Economic Exploitation

Economic exploitation is the use of children for someone else's advantage or profit often resulting in unjust, cruel and harmful treatment to them especially club level.

For example: Coaches/Clubs/Managers using children or youths to play for the league for clubs without paying them for their services accordance to the season contract.

2.3. Abuse

There are many forms of child abuse, but Bhutan Football Federation has focused on three major categories of Abuse:

2.3.1. Emotional Abuse

Emotional abuse includes any behaviour that has the effect of psychologically harming children or young persons. This is seen and done in football field where coach mentally exploits young children. Examples include but is not limited to the following:

- Forcing a child to participate in a football match.
- Not speaking to a child after he/she plays poorly in a game or in practice.
- Mentally undermining a child when his/her game play disappoints.
- Giving a child a negative nickname based on their game play.
- Punishing a child for not playing well or for losing the game.

2.3.2. Physical Abuse

Another form of abuse that is very common in Bhutan is physical abuse. Physical abuse in football occurs when there is non-accidental injury and/or harm to a child or young person, caused by another person such as a parent, care-giver, coach or even an older child.

Examples include but is not limited to the following:

- Physically punishing a young person for losing a game by hitting, throwing equipment, pushing or shoving are all examples of physical abuse (bullying).

2.3.3. Sexual Abuse

Sexual abuse of a child occurs when there is any abuse in the form of sexual nature irrespective of the child's wilful consent. It is a criminal offence under Bhutanese statutes.

Examples include but is not limited to the following:

- Any sexual act or threat of a sexual nature imposed on a child.
- Inappropriate touching/fondling.
- Exposing a child to pornography or other sexually explicit materials.

3. Channels to report wrongdoing

Email: bffsafeguarding@gmail.com

Telephone: +975 17487536

In person: Contact safeguarding focal person Ms. Cheki Wangmo

4. Law Enforcement

Bhutan Football Federation Safeguarding aims to sign a collaboration with the following agencies to help combat and tackle abuse of young girls and boys. To deal with cases of such nature, the BFF will contact the organizations listed hereunder:

- Legal Department of BFF

Contact information: +975 2-322350/332970

- Royal Bhutan Police

Contact information: +975-2-335681/ +975-2-335682

- RENEW (Respect, Educate, Nurture and Empower Women) is a non-profit organization dedicated to the empowerment of women and children in Bhutan, with specific attention to the survivors of domestic violence (DV) and Sexual & Gender Based Violence (SGBV).

Contact information: +975-2-332159/ 334751; Email: info@renew.org.bt

- National Commission for Women and Children (NCWC)

Contact information: +975-2-334549

5. BEST PRACTICE

5.1. Creating a safe environment

In order to achieve our target, BFF endeavours to create a safe environment, so that: -

- Playing football is considered an enjoyable and a fun activity for children, free of judgment and abuse.
- Coaches or person-in-charge demonstrate optimistic, excited and positive attitude which is mirrored by young aspiring players leading to a fruitful experience for everyone.
- Children who feel overwhelmed and stressed are recognized and proper cooling off time is provided.
- Coaches and person-in-charge do not force or demonstrate coercive behaviour towards children.
- Every football field is equipped with adequate SOPs for safe practices.
- Young players are encouraged to express themselves and speak up without the fear of being scolded or looked down on. This creates a safe psychological environment. Further they should be valued, listened to and respected.
- To redress the above the BFF, through its Legal department, shall provide:
 - Advocacy of contractual agreements for players.
 - Assistance to players when/where necessary while drafting the contract with professional clubs.

5.2. Fostering Good Practice

Individuals dealing with children are encouraged to demonstrate proper and correct behaviour in order to protect themselves from prospective allegations of wrongdoing.

They are advised to:

- Always work in an open environment (e.g. avoid private or unobserved situations).
- Treat young people equally, with respect and dignity.
- Ensure the Best Interest of the Child always prevails.
- Promote fair play.
- Convey motivating and constructive feedback rather than negative criticism.
- Secure parental consent in writing for the administration of emergency first aid and/or other medical treatment.
- Request written parental consent if sport personnel are required to transport young people in their cars.

5.3. Coaches or individuals in charge should NOT

- Spend excessive alone time with young children without the presence of other adults.
- Take children to your home or transport them by car, where they will be alone with you.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching or physical abuse.

This policy, and the accompanying coaches' code of conduct, procedures and guidelines, will be widely promoted and made available on the Bhutan Football Federation (www.bhutanfootball.org) website. Failure by staff and volunteers to comply with this policy will be investigated and may result in dismissal.

Lead officer: Safeguarding officer of Bhutan Football Federation is Ms. Cheki Wangmo.

Contact: +975 17487536 Email: bffsafeguarding@gmail.com

6. Monitoring:

This policy will be reviewed annually with experts from local NGOs, or more urgently in the following circumstances:

- changes in national legislation,
- changes to policies and services related to children's rights,
- child protection and safeguarding; or
- as a result of any other significant change, or event or specific case arising.

7. Employees and Representatives

- All employees and Representatives are bound by this Policy.
- As underlined in the definition of “Representatives”, the Bhutan Football Federation (BFF) also expects its contractors, consultants, service providers and others who may be temporarily engaged in the performance of work or services for the BFF to follow the Policy in connection with their work for the BFF. Any failure by a contractor, consultant, service provider or others engaged by the BFF to abide by this Policy may result in the termination of their relationship with the BFF.
- The BFF expects all persons who are subject to and bound by this Policy to adhere to the principles contained herein. Failure to do so may result in disciplinary and/or other action being taken against the relevant individual. In appropriate cases, action may also be taken under the BFF Disciplinary and Ethics Code.
- This Policy will continue to apply to a person, even after they have ceased any involvement (subject to this Policy’s terms) with the BFF, if disciplinary action against that person has commenced.

8. Code of Conduct

The Safeguarding Code of Conduct is intended to provide a minimum framework for safer working practice for staff, volunteers, coaches, parents & guardians, physiotherapist, match official, spectator and elected representative who work with, or come into contact with, children and adults at risk at all levels of program and activity.

8.1. Code of Conduct for Coaches

DO	DON'T
<p>Always put the welfare of children and young people before winning or achieving goals.</p> <p>Ensure that the activities that you direct or advocate are appropriate for the age, maturity, experience and ability of the child or young person.</p> <p>Maintain an appropriate relationship with the players (e.g. It is a felony to have an intimate relationship with children.)</p> <p>Make football a fun experience.</p> <p>Always work in an open environment (e.g. Avoid private or unobserved situations).</p> <p>Encourage, support and inspire players.</p> <p>Allow players to make their own decision as long as it is in their best interests.</p> <p>Answer questions from your players.</p> <p>Listen to what your players have to say.</p> <p>Get to know your players.</p>	<p>Spend excessive time alone with young children without the presence of other adults.</p> <p>Take children to your home or transport them by car, where they will be alone with you.</p> <p>Share a room with the children.</p> <p>Allow or engage in any form of inappropriate touching or physical abuse.</p> <p>Put down or embarrass players.</p> <p>Ignore players when speaking to you.</p> <p>Assume that all players react the same to what you say and do.</p>

8.2. Code of Conduct for Staffs, Volunteers and Elected representative

Staff and volunteers will create a positive football environment by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and young people who participate in football programmes. Football is a very passionate game that can evoke different emotions and reactions and sometimes these emotions and reactions can be negative and can spill onto the pitch. Staff and volunteers have a responsibility to ensure their conduct does not compromise the welfare of a child or young adult, or bring the BFF into disrepute. Any behaviour which compromises this ethos may result in disciplinary action.

DO	DON'T
<p>Respect everyone involved in the game (i.e. coaches, players, match officials and spectators).</p> <p>Develop an open, honest, professional and respectful relationship with children and young adults.</p> <p>Promote the positive aspects of football and never condone rule-violations or the use of prohibited substances.</p> <p>Communicate in a constructive, effective and age-appropriate manner.</p> <p>Give positive and constructive feedback, praising efforts and encouraging achievements.</p> <p>Ensure that if any form of manual/physical support is required, it is provided openly and according to the agreed guidelines. The consent of the parent or guardian of the child or in the case of young adults, their consent should always be acquired before they are touched. If physical support is needed, you will talk aloud to the child or young adult, explaining what you are doing and why, as it is difficult to maintain hand positions when a child is constantly moving.</p> <p>Carry out a risk assessment and ensure that the equipment and environment used for every regulated activity is safe.</p>	<p>Enter the field of play without permission from the referee.</p> <p>Use offensive, insulting, abusive or inappropriate language.</p> <p>Spend any time alone with children or young people away from others.</p> <p>Engage in rough, physical or sexually provocative games, including horseplay.</p> <p>Share a changing room, bath or shower with a child or young person.</p> <p>Allow or engage in any form of inappropriate touching.</p> <p>Allow children or young people to use foul, abusive, racial, or discriminatory language unchallenged.</p> <p>Make sexually suggestive comments to a child or young person.</p> <p>Engage in any relationships with a player which gives rise to a relationship with unequal power invariably leading to a potential for abuse of trust.</p> <p>Engage in inappropriate use of social media – this includes posting comments on social media sites that compromise the welfare of a child or young person, causing them harm, or bringing them disrepute.</p>

<p>Keep a written record, and inform the line manager of any injury that occurs, including details of any treatment given.</p> <p>Respect decisions made by match officials and never publicly criticize their decisions.</p>	<p>Encourage or bully a child or young person into playing while injured.</p> <p>Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.</p> <p>Remain in the changing room while players are showering or changing (This applies to all staff and volunteers who are working with children and young people that are the opposite gender to themselves.)</p> <p>Invite or allow children or young people to stay at your home.</p>
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8.3. Code of Conduct for Physiotherapist

<p>Consider the health and wellbeing of the patient to be their first priority.</p> <p>Seek patient consent prior to providing physiotherapy services, ensuring that patient consent is freely given and appropriately documented.</p> <p>Develop open, honest, professional and respectful relationships with children and young people.</p> <p>Always work in an open environment (example: Avoid private or unobserved situations).</p> <p>Treat children fairly.</p> <p>Practice in a safe, competent and accountable manner.</p>

8.4. Code of Conduct for Children and Young People

DO	DON'T
Behave and listen to all instructions from staff and volunteers.	Use of foul, abusive, racial, discriminatory and sectarian references.
Take care of and respect equipment owned by the BFF or a rented facility.	Involve in bullying behaviour or the persistent use of rough and dangerous play.
Refrain from behaviour that will bring the Association into disrepute.	Engage in inappropriate use of social media – this includes posting comments or images on social media sites that may cause harm to others or bring the Association into disrepute.
Report inappropriate behaviour.	Tell lies about other adults, children or young people.
Respect your coach and teammates.	Use violence.
Show respect to other players, staff and volunteers.	
Respect officials and accept their decisions.	

Respect opponents. Play fairly.	
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8.5. Code of Conduct for Parents and Guardian

Do
<p>Encourage your child to play by the rules and teach them that they can only do their best.</p> <p>Show appreciation and respect for staff, volunteers and other players.</p> <p>Praise effort and participation rather than focusing on performance and results.</p> <p>Choosing right channel to accept decisions made by match officials.</p> <p>Behave responsibly on the side-lines (this includes not jeering or discriminatory remarks).</p> <p>Encourage children to show respect to their coach, team mates, and opponents and match officials by demonstrating exemplary behaviour.</p> <p>Promote your child’s participation in playing football for fun.</p> <p>Encourage their child to play by the rules and teach them that they can only do their best.</p> <p>Complete and return the Registration / Consent Form pertaining to my child’s participation.</p> <p>Deliver and collect your child to and from coaching sessions and matches punctually if required – depending on the age of the young person, venue and arrangements with BFF staff members.</p> <p>Ensure your child is properly and adequately attired and equipped – particularly for seasonal weather conditions.</p> <p>Detail any health concerns relating to your child on the consent form, in particular breathing or chest conditions. You will also inform the coach of any changes to your child’s health.</p> <p>Inform the coach / coordinator if your child has been ill or hurt recently.</p> <p>Inform the coach prior to departure from the field of play if my child is to be collected early from a coaching session.</p> <p>Ensure your child’s hygiene and nutritional needs are met.</p> <p>Parents/guardians have the right to:</p> <ul style="list-style-type: none"> • know their child is safe • be informed of problems or concerns relating to their child • be informed if their child is injured • speak to staff and voice any concerns about their child.
DON’Ts
Exert undue pressure or expectations on your child.

Engage in inappropriate use of social media – this includes posting comments on social media sites that may cause harm to others or bring the Association into disrepute.

Attempt to fulfil your own ambitions and aspirations through your child’s involvement in football.

8.6. Code of Conduct for Spectator

While spectators are allowed to show support for their team and bring atmosphere to a football match, they sometimes display abusive and intimidating behaviour. This type of behaviour is unacceptable and needs to be eradicated from the game so that football can be an enjoyable experience for everyone involved. Spectators have a role to play in promoting high standards of behaviour in the game so that everyone benefits from the positive aspects of football.

DO
<p>Respect decisions made by match officials.</p> <p>Praise effort and achievements and never criticize mistakes.</p> <p>Let the coaches do the coaching.</p> <p>Encourage young players to respect their opponents and the match officials.</p> <p>Promote the importance of respect and fair play.</p>
DON'T
<p>Enter the field of play unless permitted to do so by the referee.</p> <p>Use of offensive, insulting or abusive language or behaviour.</p> <p>Condone violent behaviour from coaches, players, match officials, opponents or other spectators.</p>

8.7. Code of Conduct for Match Official

Match Officials are responsible for officiating in a manner that not only upholds the rules of football, but promotes values to young people involved in BFF programmes. Officials should always adhere to the rules of the game, to ensure that safety, respect and fair play prevail throughout a match. Quite often, match officials’ decisions can evoke strong emotions both on and off the field of play. As a result, match officials are also bound by codes of behaviour, to which they are required to adhere at all times.

<p>Put the welfare of children and young people first.</p> <p>Remain impartial at all times.</p> <p>Officiate fairly and consistently. Encourage fair play.</p>

Officiate the game in a positive manner. Respond appropriately to inappropriate behaviour (e.g. violent, aggressive and unsporting behaviour and foul play) in a fair but firm manner.

BE a positive role model at all times by promoting good behaviour and showing respect to everyone involved in the game.

Submit accurate match reports.

Remain calm and maintain composure at all times.

9. SANCTION

Committee decision will be the final decision.

If the victim is not satisfied with the committee, then he/she can choose relevant stakeholders like RENEW, NCWC and Royal Bhutan Police (RPB)

CLAUSE 1

Cancelation of coaching licence A/B/C

10 years ban from any football activities

Fine of Nu.100,000

REPORTING FORM

10. Incident report form.

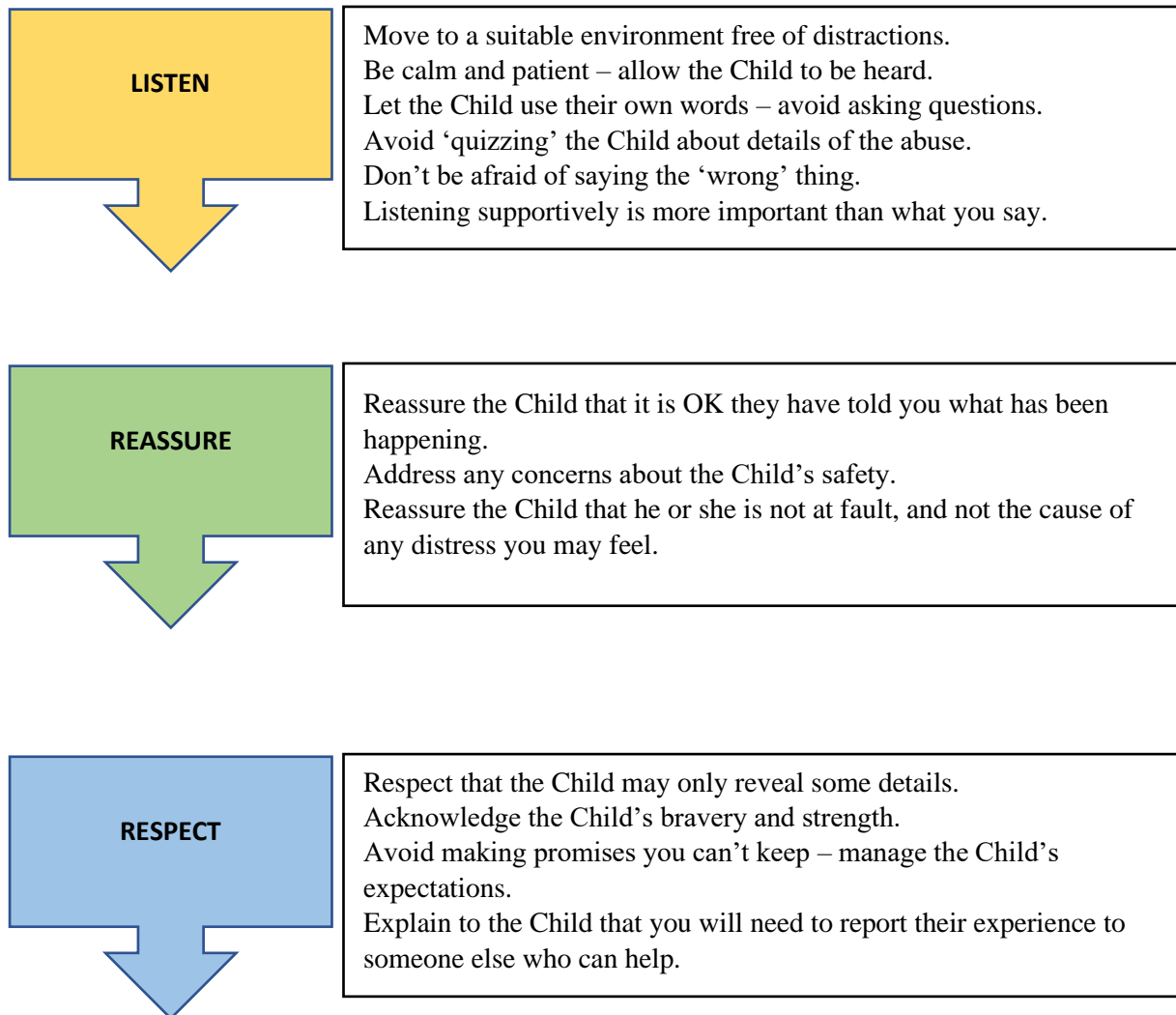
This form will be used by members of staff, or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to the SAFEGUARDING Focal Person dealing with the allegations.

Your Name:	Your Position:
Place of work:	Contact phone number:
The child's details	
Name:	
Address / Phone number:	
Date of Birth:	
Other relevant details of the child: Example: Family circumstance, physical and mental health, any difficulties	
Parents/guardian details:	
Details of the allegations/suspicions	
Are you recording:	
<ul style="list-style-type: none"> ● Disclosure made directly to you by the child? ● Disclosure or suspicions from a third party? ● Your suspicions or concerns? 	

Date and time of disclosure:	
Date and time of incident:	
<p>Details of the allegation/suspicions. State exactly what you were told/observed and what was said. Use the person's own words as much as possible.</p>	
Action taken so far (within 14 working days):	
Signed:	Date:

11. Responding to a Child’s Disclosure of Abuse

The BFF recognises that Children may disclose their experiences of Child Abuse to Employees and Representatives. Employees and Representatives shall observe the following guidance notes when handling such matters. It should be noted that Employees and Representatives should, if the circumstances allow, contact the BFF Child Safeguarding team before initiating any conversations, but it is acknowledged that the Child’s interests must come first and a conversation should not be rejected.



DO

Let the Child tell you in their own words. Reassure them that 'It is OK' they told you. Tell them 'It is a brave thing to speak about this'. Do tell the Child 'What happened is not their fault'.

DON'T

Don't panic and say, 'That didn't happen' or 'I doubt that is true'. Don't 'quiz' the Child about the details of abuse. Don't make promises you can't keep (e.g., 'you don't have to go home').

Employees should take notes either during the conversation (if over the phone) or immediately after (if face-to-face). Document what was said 'in the Child's own words'. Employees and Representatives shall ensure the confidentiality of all information shared and noted when responding to any disclosure of abuse.