

ALL NEPAL FOOTBALL ASSOCIATION



CHILD SAFEGUARDING POLICY

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MESSAGE FROM THE ANFA PRESIDENT

Football is an integral part of our life as it is the most popular and played game in Nepal. It is played in every corner of our country.

From Grassroots to the Elite level, thousands of children are connected to football in different roles as players, referees, spectators etc. Football in Nepal has proved as an effective devise to contribute to the wellbeing of children as well as individuals connected to football. It has also supported in building their character, personality and leadership skills regardless of how and at what level children are involved in football.

Every child has the right to play the game and enjoy in a safe and abuse free environment. ANFA, being the football governing body in Nepal, recognizes its responsibility in safeguarding children. ANFA is committed towards taking necessary steps to safeguard children and making football as an abuse free sport.

This child safeguarding policy will help ANFA in carrying out its football activities effectively and efficiently throughout the country. The policy ensures safeguarding a child through its principles. The policy also defines the way to respond and report the safeguarding concerns, recruitment of the staffs, and focus on abuse free environment for children.

ANFA has already appointed a ‘Child Safeguarding Officer’, A ‘child Safeguarding Unit’ and ‘Child Safeguarding Committee’ will also be constituted shortly.

I would like to thank all the working groups, district associations, clubs, academies, children and ANFA technical staff for assisting us with the formulation of the policy.

At last, I would like to ensure that this policy will surely make Nepali football, a number one sport which is free of child abuse.

THANK YOU.

Pankaj Bikram Nembang

President

All Nepal Football Association (ANFA)

POLICY STATEMENT

Hundreds and thousands of children in the ANFA are involved in football on a daily basis from elite level to grassroots level. Majority of them are involved in football as players, but also being a part of football as referees, spectators/supporters, ball boys, announcers etc.

Regardless of their levels, children have the right to be engaged and play age-appropriate activities. They have the right to enjoy the game that is safe and free of abuse, bullying, harassment or any other kinds of harm.

ANFA is fully committed towards the protection of the children, involving in the game with safe and secure environment. Also, empowering children involvement in football regardless of gender, caste, ethnicity. Ultimately the focus is on developing their behavior physically, socially, mentally and emotionally.

2.1 formulation of the policy

This policy is formulated by All Nepal Football Association with the assistance of various entities inside and outside of ANFA.

During formulation of the policy, consultation with clubs, academies, technical and administrative staffs, players were held. This policy is designed using FIFA's child safeguarding toolkit for member associations.

2.2 Policy implementation

This policy has been approved and endorsed by the ANFA's Executive Committee. ANFA EXCO holds the ultimate authority for all safeguarding policy decisions. ANFA has thought of a plan to implement the policy.

Without its implementation, this policy is not of worth. So, ANFA commits to put the policy in to action and also ensures to provide the resources and support for the implementation of the policy.

ANFA will commit to the following actions:

- Appoint a child safeguarding officer (ANFA CSO), act as the first contact point for everyone concerned about children.
- Establish a child safeguarding unit (ANFA CSU) for safeguarding children in football.
- Start a child safeguarding committee (ANFA CSC) under social responsibility committee.
- Mandate all stakeholders to appoint a child safeguarding focal point (CSFP).

This policy doesn't do: -

- Address abuse over the age of 18. If such cases happened, they can be reported to the ministry of youth and sports, ministry of women, children and senior citizen.
- Make change, replace the national legislations and policies
- Order, command or Dictate clubs or academies daily management. This only sets a minimum standard for them.

FIVE PRINCIPLES OF CHILD SAFEGUARDING IN FOOTBALL

These principles are set to prevent any risk of harm to children in football and to respond appropriately. These are based on the world's most widely ratified human rights treaty of United Nations Convention on the Rights of the child (UNCRC).

3.1 PRINCIPLE 1: BEST INTEREST OF CHILDREN



ANFA, Districts, Clubs and academies have to act in the best interest of children. They have to make commitment for the safeguarding of the children for enhancing the performance in football and enjoy the game.

Every action (all decisions, conduct, training, services, programs etc.) relating to children has to be taken into account with their best interests as a primary consideration.

3.2 PRINCIPLE 2: THE CHILD AND THEIR RIGHTS IN FOOTBALL

According to the United Nations Convention on the Rights of the child (UNCRC), the game of football must respect and promote the rights of the child.

This states that:

- A child is considered as anyone under the age of 18.
- It is the right of every child to take part in football with safe environment (NO to all forms of abuse, violence, neglect, exploitation, harassment, bullying).
- First priority will be given to the child in any circumstances or role they may play in football (player, referee, spectator, journalist, ball boys, announcer)
- Any form of abuse (physical, mental, social) will not be tolerated that disrespects the rights of the child
- Children have a right to participate and be heard across the game, including by having a say in shaping safeguarding policy and practice, and for their views and opinions to be taken into consideration in all decisions and actions concerning them.



3.3 PRINCIPLE 3: NO DISCRIMINATION



Football will be the place without discrimination of any kind. Children will not practice any form of discrimination on account of skin colour, ethnicity, nationality, gender, disability, language, religion, political opinion, economic status, sexual orientation or any other reason.

3.4 PRINCIPLE 4: ROLE AND RESPONSIBILITY OF ANFA IN SAFEGUARDING CHILDREN



Safeguarding children is ANFA's main responsibility. ANFA roles in protecting children is vital. Any safeguarding matters must be acted immediately under the ANFA child safeguarding policy and other safeguarding measures in the country.

3.5 PRINCIPLE 5: SAFEGUARDING CHILDREN IS EVERYONE'S RESPONSIBILITY

Regardless of the position whoever hold in football, safeguarding children must be everyone's responsibility. The adults must act immediately in safeguarding the children without exception and must be addressed under the guidelines mentioned in the policy.



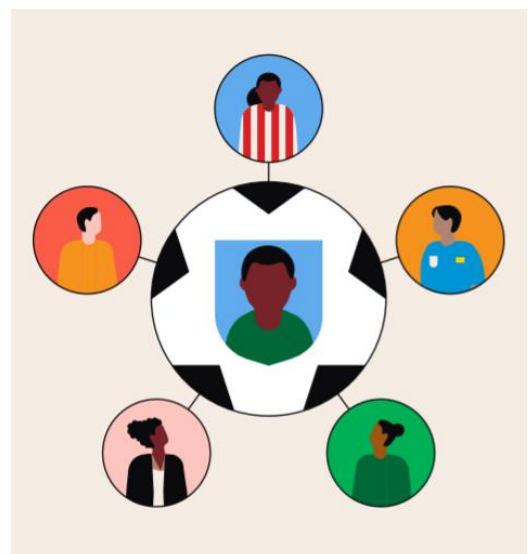
STEPS TOWARDS SAFEGUARDING CHILDREN IN FOOTBALL



STEP 1: HOW ARE CHILDREN INVOLVED IN FOOTBALL AND SAFEGUARDS ALREADY EXIST

Children in football are recognized to be involved in different ways. A child who plays for national team can also play for a club. Likewise, a child who play in the school level also be a player at academy level/grassroots level. Some of the players at academy level participate in football only for their physical fitness. Besides these, majorities of children are involved in football as supporters, referees, ball boys, media persons, announcers, journalists, coaches.

Regardless of the level of involvement in football, children come in contact of a lot of adults i.e. coaches, managers, organizers, medical staff, media person, administration staff, kit man and others. This is why their safeguarding is very much crucial.



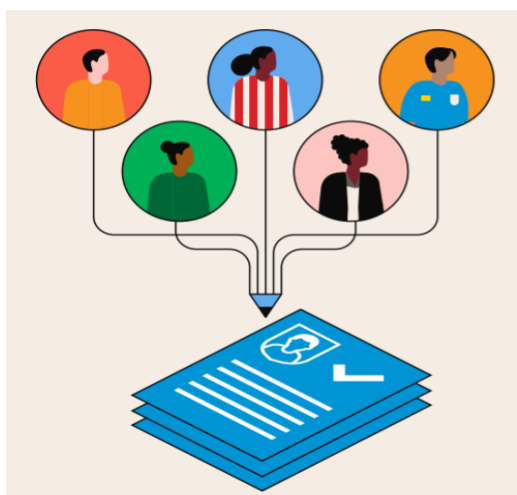


The role of a coaches and medical staffs seems vital because children interaction is frequent with these adults. From the safeguarding point of view, the role of coaches and medical staffs are much more highlighted as they are the primary mentor in improving children technical, physical and social aspects.

The football communities in Nepal is the less practiced sector in regards of the child safeguarding. They are unaware of their roles, responsibilities and amendments mentioned in the Child Rights Protection Act 2018. The football community of Nepal has only basic knowledge of child protection measures.

This Child Safeguarding Policy replaces any existing guidelines of ANFA with a new set of rules and procedures, and a clear monitoring and evaluation framework and an Action Plan. Therefore, raising awareness on this policy for children, staff and all relevant stakeholders is crucial, to ensure that relevant procedures are followed in protecting all children involved in football.

STEP 2: SET OUT AND DEFINE THE SAFEGUARDING POLICY



Every MA that engages directly or indirectly with children has a duty to do all it can to protect children from harm within football and to promote their well-being. A child safeguarding policy provides ANFA with a formal approach to managing this duty of care. Safeguarding children is supported by having a good, clear and accessible policy in place so that both adults and children are clear on what is expected of them and others.

As a minimum, your policy should:

- Be approved by your executive committee or council and have an associated action plan.
- Identify a lead officer on child safeguarding.

- Have a dedicated safeguarding internal steering group and/or external advisory group to help the development, implementation and monitoring of your safeguarding measures.
- Be reviewed regularly, following any changes to national legislation or safeguarding practice, or as a consequence of a particular issue or case arising.
- Contain clear definitions, for example what is meant by a child, safeguarding, child protection, and abuse in line with your national legislation. An explanation of key terms can be found in the document.
- Contain clear policy statements on the five safeguarding principles.

Good practice when starting policy development and implementation

1. Developing a safeguarding policy requires the skills and expertise of a variety of football and other sports organisations working together with local expert child protection agencies, social services, health, education, law-enforcement professionals and civil society organisations. Set aside resources to establish a working group bringing all relevant stakeholders and local experts together.
2. The child safeguarding policy should be based on an organisational self-assessment and should be accompanied by an action or implementation plan. The head of the MA should endorse the policy and provide appropriate resources and support for its implementation, especially in relation to implementing safeguarding measures and training.
3. Hold all stakeholders accountable for the policy, including within all relevant job descriptions.
4. Use simple, clear language.
5. Ensure that children's input is taken into account when developing and implementing the policy and action plan.

STEP 3: DEVELOP PROCEDURES AND GUIDELINES TO IMPLEMENT YOUR POLICY



It is essential to have or develop procedures in the following three areas, in order to implement your safeguarding policy.

concerns about a child

- ANFA safeguarding unit is the responsible unit to report and manage the safeguarding concern
- Investigation and Process to report by the ANFA safeguarding unit to the non-footballing agencies.
- Support to the staffs and volunteers about the safeguarding concerns.

Selecting, appointing and training people who work with children and young people

- Clarity about how safeguarding will be included in role descriptions and interviews when recruiting for a role;
- Criminal record checks before appointment
- Reference checks with previous employers or volunteer agencies;
- Basic awareness and induction training that specifically includes safeguarding;
- Signing of a code of conduct by all staff and volunteers working with children that outlines expected and prohibited behaviour.

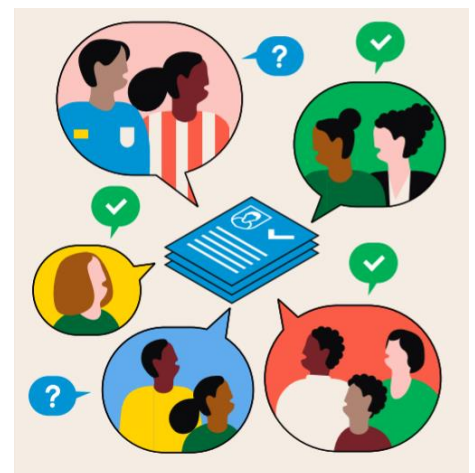
identification, prevention or minimisation of risk to children involved in football

- Information on the identification of risks to a child involved in football (conducting risk assessments);
- Expected and prohibited behaviours (signing the code of conduct);
- Minimum supervision ratios of adults to children for all activities and a definition of supervision;
- Planning and organisational arrangements, for example for visits and tournaments, including overnight stays and trips away;
- Celebration and communication arrangements, for example the use of images of children and communication via social media;
- Provision for a child missing;
- Provision on the safe use of changing rooms and showering facilities;
- Procedures or programmes for addressing any specific issues of risks that children in your country or community may face, for example trafficking, or where women and girls in particular may be at increased risk of some forms of violence and abuse.

STEP 4 : COMMUNICATION AND EDUCATION

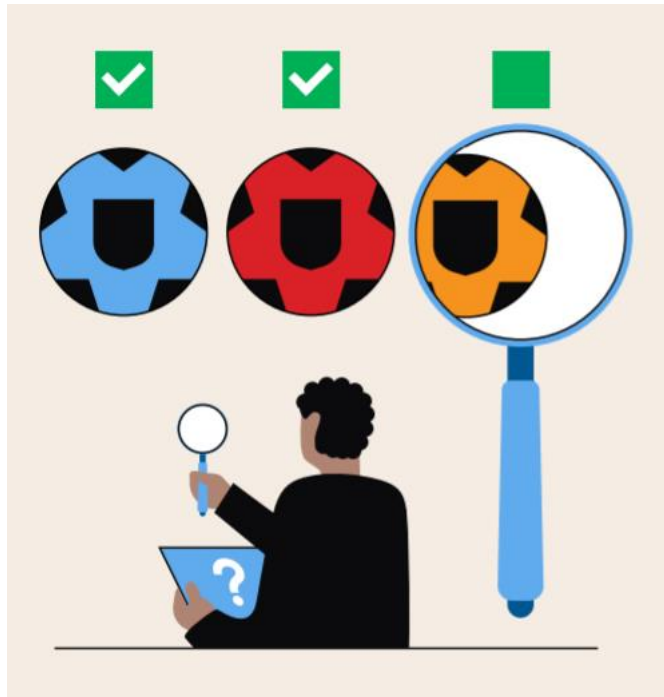
Policies and procedures in themselves won't safeguard children involved in football. Communication and education on child safeguarding play vital role in ensuring safeguarding measures and its principles for everyone involved in football.

The child safeguarding policy, procedures, codes of conduct and all related training and awareness-raising material must be easily available on the ANFA's website.



STEP 5: MONITOR, EVALUATE AND REVIEW YOUR POLICIES, PROCEDURES AND GUIDELINES

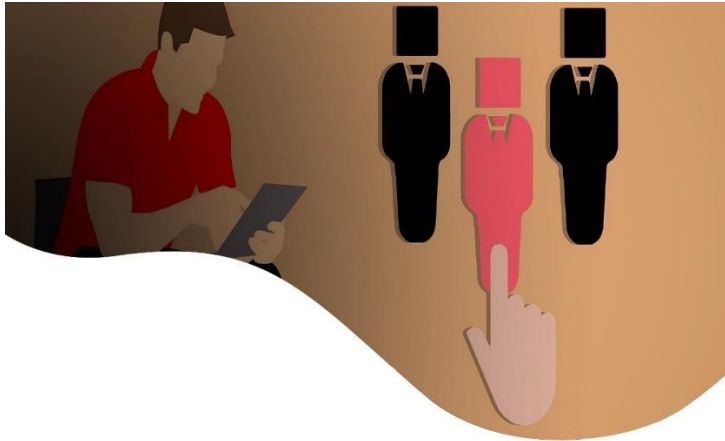
Monitoring and evaluating your policy and how it is implemented is an essential part of keeping children safe. This should include a process for reviewing any concerns that are received, as well as measures for success if your policy, procedures and guidelines are implemented.



- check that everyone is attending the training or not.
- ensure the code(s) of conduct is/are being read, understood and signed.
- ensure that the code of conduct is being implemented in practice.
- ensure that children know who to speak to if they are worried or anxious about anything.
- assess risk on an ongoing basis, both in relation to a particular activity and generally.
- Effectiveness of the policy.

RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF

ANFA has ensured that all personnel, staff, volunteers and others engaging in football must have adequate knowledge and information on child safeguarding.



For the safer recruitments and appointment, following standards must be maintained:

- Clarity about how safeguarding will be included in role descriptions and interviews when recruiting for a role;
- FIFA's basic safeguarding course **MUST** be completed within 3 months of the commencement of the contract.
- Criminal record checks for national or international personnel before appointment to

prevent unsuitable people from working with children;

- Reference checks with previous employers or volunteer agencies; New staff to provide at least two reference checks. The objective of these references will be to demonstrate the applicant's suitability to work with children
- Signing of a code of conduct by all staff and volunteers working with children that outlines expected and prohibited behaviour

RISK ASSESSMENT AND MINIMIZATION

This risk assessment guide considers the potential for harm to come to children whilst they are participating in football. In order to help mitigate risks, templates for an organisational-level risk assessment and an activity-by-activity risk assessment follow. Both refer to the possible risk of abuse and not general health and safety risks (these should be covered under separate health and safety rules set by the association and/or government). You can adapt this assessment to your context as necessary.

Annex 12: Risk assessment guide for ANFA and for individual events

Annex 13: Safeguarding and supervision guideline for children in football

Annex 14: Checklist for planning and organizing tournaments, overnight stays and away trips

Annex 15: Parental consent form authorizing children to participate in away trips

Annex 16: Policy to deal with a missing child

Annex 17: Guide on celebration and communication arrangements, including the use of images of children and communication through social media

Annex 18: Consent form for use of children's images during footballing events

Annex 19: The safe use of changing rooms and showering facilities

Annex 20: Code of conduct for children

Annex 21: Code of conduct for parents/guardians

Annex: 22: Minimum standards on child safeguarding for district associations, clubs and academies

Annex 23: Composition of the working group on ANFA child safeguarding policy

MEDIA OUTREACH, EDUCATION AND COMMUNICATING THE POLICY

Raise awareness for all

Providing education and awareness to those who come into contact with the children maintaining certain level of standard behaviour while recognizing, responding and dealing with child safeguarding concerns.

Educate with more specialist knowledge

Staffs / personnel who will be engaging in child related concerns and recruiting people working with children will be given special knowledge on child safeguarding.

Provide easy access

to the code of conduct for children and the code of conduct for parents/ guardians on their role in safeguarding children.

Educate children and their families,

Children and their families will be given education on safeguarding to empower them to prevent, detect and report abuse and ensure that they know whom to speak

Make safeguarding training a mandatory requirement for coaches and others to get their license to practice.

The child safeguarding policy, procedures, codes of conduct and all related training and awareness raising material will be easily available on the ANFA's official website. In addition, ANFA is committed to:

- Implant safeguarding measures across football in Nepal
Provide safeguarding information through FIFA safeguarding courses for coaches, referees, manager, staffs etc.
- Education program for all regarding the reporting mechanisms and legal framework in Nepal.
- Develop educational materials and trainings on safeguarding in consultation with national experts in relevant fields. Also, children voice is to be included in it.
- Besides trainings, new forms of information technologies will be added (webinars, online tutorials).
- Start 'train the trainers' (TOT) program.



DEFINITIONS**Child safeguarding**

Child safeguarding refers to the broad range of activity organisations must take to promote the safety and wellbeing of children, and prevent harm. Effective child safeguarding must be embedded in the interactions that children have with an organisation or group. Safeguarding policy and procedure must also specify requirements for how organisational representatives respond to risk and harm, including abuse or harm that has been experienced by a child or young person outside the organisation.

CHILD PROTECTION

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

**CHILD**

A child means every human being below the age of eighteen years unless under the law applicable to the child.

Violence against children

Violence against children includes all forms of violence against people under 18 years old, whether perpetrated by parents or other caregivers, peers, romantic partners, or strangers.

Violence against Children threatens not only children's survival and health but also their emotional well-being and future prospects. Violence can be physical, sexual, and emotional and also manifest itself as neglect. It can occur in homes, schools, care and justice systems, workplaces and communities. (Act Relating to Children, 2018)

POOR PRACTICE

Poor practice can be said as the behaviour of a coach or other person causing distress to a child.

NEGLIGENCE/NEGLECT

child neglect is considered the failure of parents or caregivers to meet the needs that are necessary for the mental, physical, and emotional development of a child.

BULLYING/CYBERBULLING

Bullying is the activity of repeated, aggressive behaviour intended to hurt another individual, physically, mentally, or emotionally.



SEXUAL HARRASHMENT

unwelcome sexually determined behaviour as physical contact and advances, sexually coloured remarks, showing pornography and sexual demands, whether by words or actions. Such conduct can be humiliating and may constitute a health and safety problem; it is discriminatory when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment, including recruitment or promotion, or when it creates a hostile working environment.

GROOMING

befriending and establishing an emotional connection with a child, and sometimes the family, to lower the child's inhibitions with the objective of sexual abuse. Child grooming is also regularly used to lure minors into various illicit businesses such as child trafficking, child prostitution, cybersex trafficking or the production of child pornography.

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.

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 Nepalese 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.



DOMESTIC VOILENCE

"Domestic Violence" means any form of physical, mental, sexual and economic harm perpetrated by person to a person with whom he/she has a family relationship.

Physical, sexual and psychological violence occurring in the family, including battering, sexual abuse of children in the household, dowry-related violence, marital rape, female genital mutilation and other traditional practices harmful to children, non-spousal violence and violence related to exploitation (refer to domestic violence act 2009)

PREJUDICE

Prejudice can be an affective feeling towards a person based on their perceived group membership. The word is often used to refer to a preconceived (usually unfavourable) evaluation or classification of another person based on that person's perceived political affiliation, sex, gender, beliefs, values, social class, age, disability, religion, sexuality, race, ethnicity, language, nationality, complexion, beauty, height, occupation, wealth, education, criminality, sport-team affiliation, music tastes or other personal characteristics.

HAZING

refers to any activity expected of someone in joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate. It is a practice often occurring in sports or military environments.

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 bystanding 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.

ACTION PLAN

ANFA will launch an Action Plan within 2 months of the official launch of the Policy. The Action Plan will focus on the following areas:

POLICY

ANFA will establish the safeguarding structure including Child Safeguarding Officer, Child Safeguarding Unit and Child Safeguarding Committee, as contemplated by the policy

AWARENESS & EDUCATION

Conduct safeguarding awareness and education programs along with various outreach activities to targeted areas and enhancing their ability to conduct sessions.

RECRUITMENT, APPOINTMENT & SELECTION

Plan and follow the guidelines for recruiting new and qualified staffs and volunteers.

MINIMIZING RISK

Implementing safety measures in identifying and minimizing risks to be arise in safeguarding.

REPORTING AND RESPONDING TO CONCERNS

Developing the improved system and making a culture to report and respond to safeguarding concerns.

ADVISE AND SUPPORT

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

SAFEGUARDING TOOLS

Child safeguarding tools and resources such as 'Coaches Handbook', Safeguarding Media Toolkit' and Basic safeguarding Video'.



ANNEXES

ANNEX 1: ANFA CHILD SAFEGUARDING UNIT (ANFA CSU)

Objectives of the ANFA Child Safeguarding Unit (ANFA CSU)

- To minimize the risks of abuse in football, trainings on child safeguarding must be conducted.
- To monitor whether the policy is effectively implemented or not. Also study its impact both externally and internally.
- To establish excellent relationship with the child protection experts.
- To develop a transparent process for reporting and dealing with safeguarding concerns.

Duties and responsibilities of ANFA CSU

- Support ANFA CHILD SAFEGUARDING OFFICER (ANFA CSU) to fulfill responsibilities.
- Represent ANFA at meetings related to safeguarding being central contact for internal as well as external safeguarding matters
- Understanding with local and other organizations who possess expertise on child protection.
- Frequent monitoring of the ANFA's Safeguarding plan.
- Educate staffs, coaches and all stakeholders and ensure that they are familiar with ANFA's Safeguarding Policy and codes of conducts.
- Respond to any media or enquiries related to safeguarding

ANNEX 2: ANFA CHILD SAFEGUARDING COMMITTEE (ANFA CSC)

A Child Safeguarding Committee seeks to create a safe environment for children by creating and implementing a set of working principles (A Child Protection Policy) that minimizes the grey area when interacting with children and responding to all allegations of abuse.

The committee will be responsible for the following actions:

- Developing child safety policy guidelines for staff, leaders, and volunteers
- Communicating and implementing policy guidelines for the entire organization
- Review compliance, evaluate policy and update when needed
- Answer policy questions and determine ongoing communication vehicles such as signage, newsletter, quarterly meetings, board/leadership review, etc.
- Respond to abuse allegations and safety concerns quickly and in accordance with the law

ANFA Child Safeguarding Committee members:

- ❖ Representative nominated by the President of ANFA
- ❖ Representative from the ANFA Social Responsibility Committee
- ❖ ANFA Child Safeguarding Officer
- ❖ ANFA Legal Officer
- ❖ Representative from Nepal Police Service

ANNEX 3: ANFA CHILD SAFEGUARDING OFFICER (ANFA CSO)

With this policy, ANFA will appoint a 'Child Safeguarding Officer' for the following objectives:

- ❖ To act as the focal point and lead for all safeguarding matters.
- ❖ To ensure safeguarding training is implemented, to promote safe practices and minimise risks of abuse in football.
- ❖ To map out and establish partnerships with local authorities/agencies and civil society organisations with expertise in this area.

Duties and Responsibilities of the safeguarding officer

- ❖ Acting as the focal point (first point of contact) and taking the lead on child safeguarding within the organisation;
- ❖ Ensuring safeguarding training is given to staff, volunteers and others;
- ❖ Ensuring staff and others are aware of the child safeguarding policy and their responsibilities under it, for example by providing training and briefings;
- ❖ Advising and supporting staff, volunteers and partners in the implementation of the child safeguarding policy;
- ❖ Carrying out risk assessments, or supporting others in completing them, when required;
- ❖ Ensuring that football programmes, practices and activities take constant and regular account of safeguarding measures;
- ❖ Mapping out and establishing partnerships with local authorities and civil society organisations with expertise in child welfare, health and law enforcement, so that information is available if an incident occurs or external advice is needed;
- ❖ Ensuring staff, volunteers and all stakeholders, as well as children and parents, are familiar with the child safeguarding policy, and that the policy is accessible;
- ❖ Acting as the first point of contact if incidents of abuse arise, and escalating concerns to management and local authorities, including law enforcement, as appropriate;
- ❖ Participating in child safeguarding training, as required;
- ❖ Keeping an accurate record of any incidents;
- ❖ Maintaining the safeguarding implementation plan and producing an annual progress report, as requested;
- ❖ Advising and representing the organisation in matters relating to safeguarding.

Skills and characteristics required

- ❖ Prepared to take on the role of child safeguarding focal point
- ❖ Ideally, some knowledge and experience in child safeguarding and child protection;
- ❖ Willing to undertake child safeguarding training;
- ❖ Respect and authority within the organisation, so that their opinions are valued;
- ❖ Approachable, with good communication skills with adults and children;
- ❖ Ability to keep calm when a concern is raised, especially if a child needs assistance;
- ❖ Ability to empathise with children and to ensure that their needs and interests remain the focus of all actions and decisions (child-centred approach);

- ❖ Ability to work with others to ensure that the child safeguarding policy, and associated procedures, are implemented in general and when a child protection incidence occurs;
- ❖ Commitment to the values of football, safeguarding children and upholding their rights, together with the ability to advocate for and defend safeguarding;
- ❖ Training and presentation skills;
- ❖ Ability to keep records, e.g. of training, incidents;
- ❖ Ability to work professionally, confidentially and consistently in an area where emotionally distressing and sensitive issues and cases may arise.

ANNEX 4: CHILD SAFEGUARDING FOCAL POINT AT DISTRICTS, CLUBS AND ACADEMIES

ANFA emphasizes that all the member associations, clubs and academies have to come under the framework of ANFA child safeguarding policy.

ANFA affiliated member associations, clubs and academies are made mandatory to appoint a child safeguarding focal point to implement the policy.

Functions of child safeguarding focal points:

- ❖ To lead the districts, clubs and academies in safeguarding issues as a focal point.
- ❖ issues of safeguarding and abuse are to be referred to ANFA child safeguarding officer/sate child protection and law enforcement agencies.
- ❖ To aware districts, clubs and academies of ANFA's safeguarding policy, code of conduct and other safety measures.

Knowledge, skills and ability required:

FIFA's safeguarding course

ANFA child safeguarding policy

Knowledge of child abuse reporting system in Nepal, inside or outside of football.

Communication skills

Professional and confidential work in sensitive cases.

Child focused approach

ANNEX 5: RECOGNIZE AND RESPOND TO ABUSE AND STANDARDS OF EXPECTED BEHAVIOUR

Reporting the two types of concerns: child abuse and poor practice is your responsibility to the safeguarding officer or to the appropriate authorities.

Poor practice is any behavior that infringes an individual's rights.

Child abuse refers specifically to the protection of children from abuse. It can be physical, emotional, sexual and neglect.

Signs and Indicators of Abuse

Indications that a child may be being abused whilst attending angling activities or events may include the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- an injury for which the explanation seems inconsistent.
- someone else expresses concern about the welfare of another.
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- inappropriate sexual awareness.
- engaging in sexually explicit behaviour.
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected.
- having difficulty in making friends.
- being prevented from socialising with other young people.
- displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change.
- becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place.

PHYSICAL ABUSE

Physical Indicators

Scratches
Bite marks or bruises
Burns
Untreated injuries
Broken bones

Behavioural Indicators

Self-harm tendencies
Aggressive or withdrawn
Constantly trying to run away
Fear of returning 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

Behavioural Indicators

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

SEXUAL ABUSE

Physical Indicators

Untreated illnesses
The child may complain of soreness,

Making sexual advances to adults
or to other children
Pain on urination
Difficulty in walking or sitting
Anorexic/bulimic
Substance/drug abuse

Behavioural Indicators

Depression
Making sexual advances to adults or other
children pain or bleeding in their "private
parts"
Low self-esteem

Afraid of the dark

Wariness of being approached by anyone
Unnecessary fear of adults
Inappropriate language and/or sexual
knowledge for their age

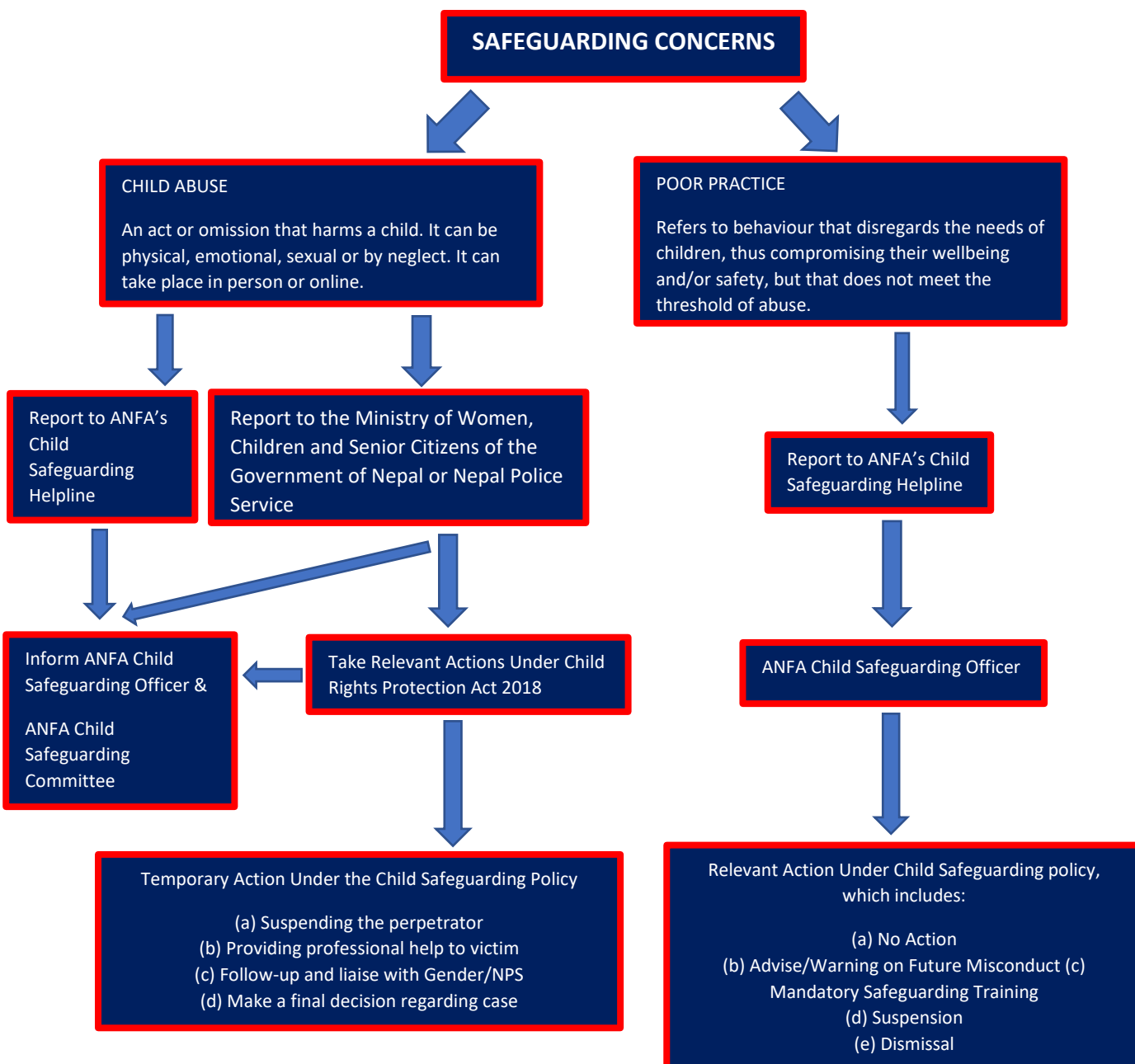
REPORTING POOR PRACTICE

When a case of poor practice is filed, ANFA Child Safeguarding Officer should refer the case to the ANFA Child Safeguarding Committee to study the matter and suggest or propose some step

- (a) no action
- (b) advice and/or warning on future conduct
- (c) mandatory safeguarding training
- (d) suspension
- (e) dismissal

The following flowchart will show necessary guidance on reporting functions through this policy

ANNEX 6: CHILD ABUSE REPORTING FLOWCHART



For more information on child safeguarding in Nepal football, please visit www.the-anfa.com/safeguarding

Child Safeguarding Unit
 Email: safeguardinganfa@gmail.com
 ALL NEPAL FOOTBALL ASSOCIATION,
 ANFA House, Satdobato, Lalitpur, Nepal

ANNEX 7: CHILD ABUSE REPORTING FORM

This form must be filled by ANFA Child Safeguarding Officer and is designed to record the child abuse cases within football. In addition to record keeping purposes, this form may be used to help in the investigation of these cases. Since the document contains sensitive information regarding the potential victim and the perpetrator, this form must be confidential and kept safely, and only authorized individuals within ANFA will have access to this document, once duly completed.

STAFF DETAILS	
Your Name*:	Your Designation*:
VICTIM'S DETAILS	
Child's name and age*:	Child's address:
Name and address of Parents:	

CASE DETAILS	
For cases reported by ANFA Staff	<input type="checkbox"/> Case reported by Child Helpline Nepal 1098 <input type="checkbox"/> Case reported to Nepal Police Service 100 Name and designation of police officer/social worker: Contact n.: Email address: Any advice by police officer/social officer: Preliminary actions taken by ANFA:
	Other cases <input type="checkbox"/> Case reported by the victims themselves and /or their parents <input type="checkbox"/> Case reported by the district associations, clubs and academies (if applicable)
	Cases referred to ANFA Case referred by <input type="checkbox"/> Ministry of Women, Children and Senior Citizens of the Government of Nepal (if applicable) <input type="checkbox"/> Nepal Police Service Preliminary actions taken:
	Signs & evidence of abuse Signs of abuse observed: Medical / Psychological Report: Yes <input type="checkbox"/> No <input type="checkbox"/>

REPORTING DETAILS	
Details of the case reported	Time: Date: Location: Description of the incident:

PERPETRATOR'S DETAILS	
Name:	Designation:

OTHER REMARKS

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Note: this form should be filled by the Safeguarding Officer once receiving a safeguarding concern through phone calls or written documents.

ANNEX 8: RECRUITMENT AND SELECTION PROCESS CHECKLIST

The minimum standard for the recruitment must be in line with the core values of child safeguarding.

SAFEGUARDING CHECKLIST FOR RECRUITMENT AND SELECTION PROCESS

Candidate profile	Do the candidate have the knowledge of child safeguarding? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how and to what extent?.....
Advertisement	A clear statement from ANFA 's commitment to child safeguarding
interview	Recruitment for those who will work directly with children should include an interview plan that incorporates behavioural-based questions. - Have you worked/volunteered with children in a similar position before? What did you like about it? What did you find difficult? - How have you handled children who did not want to participate in an activity? - Provide me with three examples of how to work safely with children in football. - How would you handle children who were not listening to your instructions? - What is your understanding of safeguarding children in football?
	PRE - APPOINTMENT
Reference checks	At least two professional references should be provided, including one by the candidate's current or most recent employer.
Identification proof	National ID card (for locals) Passports (for International candidates)
Qualification and registration checks	Candidates applications are to be verified professionally, whether applicants are qualified or not.
Police 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. Foreign staff will also be required to sign a self-declaration form. 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 will lead to an immediate decision not to hire the person. If the candidate found guilty according to the Nepal Law, the candidate will not be selected for the post.
Self-Declaration Form	Self-declaration Form (see Annex 10 of ANFA child safeguarding Policy)

ANNEX 9: CRIMINAL RECORD CLEARANCE FORM

APPLICANT'S DETAILS	
Name:	
Current Address:	Permanent Address:
Citizenship card no.:	Date of birth:
Contact no:	E-mail address:
Post applied for:	

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? Please give details of any offences or penalties as well as the name of the country and dates in the table below.

Please tick (✓) as appropriate: Yes (please provide details.) No (proceed to question 2)

Date and place	Details

2. Have you ever been subject to disciplinary proceedings or disqualified from work with children or subject to any other sanctions?

Please tick (✓) as appropriate: Yes (please provide details.) No (proceed to question 2)

Date and place	Details

3. Please sign the following declaration and return this form to ANFA Human Resources where applicable or the recruiting manager with your application for employment. Failure to complete this declaration will result in your application being withdrawn.

-I confirm that the information I have given on this form is correct and complete. I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment. I understand that any offer of employment made to me may be subject to a further review and I hereby give my consent for ANFA to carry out the relevant criminal record checks.

- I declare that I will notify Human Resources, where applicable, or the recruiting manager of ANFA immediately if I am prosecuted or convicted for a criminal offence.

- I declare that I am not currently on any barring list or sex offenders list in any country. I declare that I will notify Human Resources where applicable or the recruiting manager of ANFA immediately if I do become barred or listed in future.

Signature:	Date:
------------	-------

Suggested guidance notes for applicants:

Why you need to declare your criminal convictions and other related information

ANFA is committed to safeguarding children from abuse, and expects 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 post you have applied for and the relevance and circumstances of your offence(s).

We will ensure that anyone making appointment decisions has 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 Nepal and your qualifications. We will also carry out a criminal record check (where applicable in country).

False information

Please note that providing false information could result in your application 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 processed in accordance with national data protection legislation. It will only be used for the purpose of determining your application for this position and working directly with children.

ANNEX 10: SELF-DECLARATION FORM FOR STAFF AND VOLUNTEERS AT ANFA, DISTRICT ASSOCIATIONS, CLUBS AND ACADEMIES

APPLICANT'S DETAILS	
Name:	
Current Address:	Permanent Address:
Citizenship Card No.:	Date of Birth:
Contact No:	E-mail 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 give details of any offences or penalties as well as the name of the country and dates in the table below: Please tick (√) as appropriate and follow instructions.	
Yes <input type="checkbox"/> Please provide details	No: <input type="checkbox"/> Please 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 where applicable or the recruiting manager of ANFA 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 as appropriate and follow instructions	
Yes <input type="checkbox"/> Please provide details	No: <input type="checkbox"/> Please proceed to question 2
Date and the place	Details:
Please sign the following declaration and return this form to ANFA Human Resources where applicable or the recruiting manager with your application for employment. Failure to complete this declaration will result in your application being withdrawn.	

- ❖ I confirm that the information I have given on this form is correct and complete.
- ❖ I understand that any false information could result in my application being rejected or, if appointed, in my dismissal from employment.
- ❖ I understand that any offer of employment made to me may be subject to further review, and I hereby give my consent for ANFA to carry out the relevant criminal record checks.
- ❖ I declare that I will notify Human Resources, where applicable, or the recruiting manager of ANFA immediately if I am prosecuted or convicted for a criminal offence.
- ❖ I declare that I am not currently on any barring list or sex offenders list in any country.
- ❖ I declare that I will notify Human Resources, where applicable or the recruiting manager of the ANFA immediately if I do become barred or listed in future.

ANNEX 11: CHILD SAFEGUARDING POLICY RECEIPT, READ AND ACKNOWLEDGEMENT FOR MANAGEMENT, STAFF AND VOLUNTEERS

I have received a copy of the 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 FAM is dependent upon my compliance with the Policy.

As per the Policy, which complies with obligations under the Child Rights Protection Act (2018), 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 1098 or Police Helpline 100 or ANFA Child Safeguarding Officer, where 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 ANFA. 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:

Department Date:

Signature:

As a member of staff or volunteer, I will promote good practice and:

- ❖ Make football a fun experience.
- ❖ Complete the basic safeguarding awareness training.
- ❖ Respect the rights, dignity and worth of every child without discrimination on account of age, race, skin colour, ethnic, national or social origin, gender, disability, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason.
- ❖ Always report any concern of poor practice or abuse immediately to the safeguarding officer or appropriate authorities. I acknowledge that I must report any concerns I may have – no action is not an option.
- ❖ Lead by example when it comes to good sportsmanship and be a role model for children – this includes not drinking alcohol, taking drugs or using foul, racist, homophobic or other discriminatory language in the presence of children.
- ❖ Respect my position of trust and maintain appropriate boundaries with children.
- ❖ 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 under-18s.
- ❖ Ensure children are safe by supervising appropriately and using safe training methods and techniques.
- ❖ Never engage in bullying behaviour.
- ❖ Challenge any form of bullying behaviour among and towards children.
- ❖ Communicate in a constructive, age-appropriate manner with children, never humiliating them.

- ❖ Provide meaningful opportunities that empower children to share in the decision-making process.
- ❖ Never condone rule violations, any form of violence or the use of prohibited substances.
- ❖ 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:

- ❖ engage in or allow any verbal, physical or sexually provocative games with or inappropriate touching of children;
- ❖ engage in any sexual relationship with any player under 18 years of age, including making sexually suggestive comments to a child;
- ❖ groom or exploit a child for personal and financial gain;
- ❖ engage in inappropriate use of social media – this includes engaging children in private social media conversation and never posting comments that could compromise their well-being or cause them harm;
- ❖ reduce a child to tears or scare or humiliate him/her as a form of control;
- ❖ intentionally physically hurt or threaten to hurt a child – hitting and punching may be regulated forms of contact in some (combat) sports but have no place in football.

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:

Citizenship Card Number:

Designation:

Department:

Date:

Signature:

Witness (signed by ANFA Child Safeguarding Officer):

ANNEX 12: RISK ASSESSMENT GUIDE

This risk assessment guide considers the potential for harm to come to children whilst they are participating in football. In order to help mitigate risks, templates for an organisational-level risk assessment and an activity-by-activity risk assessment follow.

Both refer to the possible risk of abuse and not general health and safety risks (these should be covered under separate health and safety rules set by the association and/or government). You can adapt this assessment to your context as necessary.

Explanation of terms used:

Potential risk of harm to children:

identified risks of harm to children whilst accessing football activities or programmes.

Likelihood of harm happening:

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

indication of the policy, guide or procedure 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 (LOW, MEDIUM, HIGH)	Required Policy, Document	Responsible Staff/Unit	Further Required Action
Personnel				
Recruitment of inappropriate people working directly with children	HIGH	Safeguarding policy. Safe recruitment and screening process. Safeguarding training. Sign code of conduct.	ANFA CSU ANFA HR Department ANFA CSU ANFA CSO	Streamlining international recruitment
Lack of training on safeguarding for coaches and referees	HIGH	Training on safeguarding for all Coaches and referees. Sign code of conduct.	ANFA CSU ANFA CSO	Developing a Safeguarding Training Module for Local Context
Volunteers' lack knowledge of and training on safeguarding	HIGH	Safe screening process. Safeguarding training. Signing code of conduct	ANFA HR Department ANFA CSO ANFA CSO	
Other adults with access to children – e.g. Security, Medical Staff	HIGH	Safeguarding training. Sign code of conduct	ANFA CSU ANFA CSO	Education and awareness on Child Safeguarding Policy
Complaints & Discipline				
Concern about behaviour of some adults towards children	HIGH	Safeguarding training. Clear complaints & disciplinary process.	ANFA CSU ANFA CSC	Kickstarting the work of ANFA CSU, ANFA

		Guidance on dealing with concerns about a child.	ANFA CSO	CSC and ANFA CSO under the policy
Absence of a complaints & disciplinary process within the MA	HIGH	Implement Safeguarding Policy	ANFA CSU ANFA CSC ANFA CSO	Awareness on the Child Safeguarding Policy
Complaints not being dealt with seriously	MEDIUM	ANFA Child Safeguarding Committee Guidelines and Procedures	ANFA CSU ANFA CSC ANFA CSO	Developing policies, procedures and guidelines of ANFA CSC

Reporting Procedures

Lack of knowledge of organisational and statutory reporting procedures to local authorities/agencies	HIGH	Safeguarding policy Annex on Guidance on dealing with concerns about a child	ANFA CSU ANFA CSO	Awareness on the Child Safeguarding Policy and reporting mechanisms
Not clear who children should talk to or report to if they have concerns	HIGH	Safeguarding policy Annex on Guidance on dealing with concerns about a child	ANFA CSU ANFA CSO	Awareness on the Child Safeguarding Policy and reporting mechanisms
Unauthorized access to children's play & practice areas and to changing rooms, showers etc.	HIGH	Safeguarding policy Code of conduct	ANFA CSU ANFA CSO	Clarify responsibilities before session starts Review and enforce policy in changing and shower areas
Children sharing same facilities and accommodation with adults	HIGH	Safeguarding policy Safe recruitment for all those who work directly with children Code of conduct Safeguarding training	ANFA CSU ANFA CSO	Create a safe environment in shared facilities Check local health and safety legislation/guidelines and standards

TRANSPORT AND TRAVEL

No guidance for travelling and trips away	MEDIUM	Guidance on planning and organisational arrangements	ANFA CSU ANFA CSO	Develop internal checks for traveling and away trips
---	--------	--	----------------------	--

Communication and social media

Inappropriate use of social media and communication by under -18s	MEDIUM	Children's code of conduct	ANFA CSU ANFA CSO	Awareness sessions for children on safeguarding policy
Inappropriate use of social media and communication by adults with under-18s	MEDIUM	Staff and volunteers' code of conduct Guidance on communication	ANFA CSU ANFA CSC ANFA CSO	Awareness sessions for staff and volunteers on safeguarding policy

General Behaviour Issues

General behavioural issues	MEDIUM	Code of Conduct for adults and children	ANFA CSU ANFA CSO	Develop disciplinary policies for children and adults
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Participant's:

Name:	Signature:
Designation:	Date:

RISK ASSESSMENT TEMPLATE FOR ACTIVITY

CONTACT WITH CHILDREN	POTENTIAL RISKS TO CHILDREN	STEPS TO TAKE TO MITIGATE RISKS	RESPONSIBLE STAFF/UNIT	
<p>Will the contact be face to face and/or online/digital?</p> <p>What activities will children be involved in?</p> <p>Will the children be photographed, filmed or asked to share their stories?</p> <p>Will parents/carers be present, or are staff/ volunteers acting in loco-parentis?</p>	<p>Are there any risks inherent in these activities?</p> <p>Who will be present?</p> <p>Will these people be MA staff/ volunteers or third parties?</p> <p>What will the environment be like?</p> <p>What physical or emotional issues may arise?</p>	<p>What have/will you include in your safeguarding planning?</p> <p>Who is your designated safeguarding contact for this activity?</p> <p>What support will be available for the children present?</p> <p>How will concerns be managed should they arise?</p> <p>What safeguarding information will everyone involved receive at the start of the activity?</p>		

Name of the event:

Venue of the event:

Date of the event:

Name

Designation:

Signature:

Date:

ANNEX 13: SAFEGUARDING AND SUPERVISION OF CHILDREN

In any football activity, it is important to ensure any risks in relation to the location, training facilities and equipment are minimised by using the risk assessment tool together with local health and safety guidelines. In addition, during any football activity, children need to be supervised at all times as the likelihood of accidents happening increases when adequate adult supervision is not in place.

Staffing and supervision ratios can sometimes be difficult to judge. You need to make sure you have enough staff and volunteers to ensure children are safe – and that these adults are suitable to undertake various tasks as needed. It may not always be possible to stick to recommended ratios. However, you should make every effort to achieve the best level of supervision of children at all times.

Recommended adult to child ratios

- when working with children between five and eight years of age, a ratio of one adult to 16 children should be adhered to;

- when working with children between nine and 18 years of age, a ratio of one adult to 20 children should be adhered to.

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. All activities should always be planned to involve at least two adults.

ANNEX 14: CHECKLIST ON PLANNING AND ORGANISING TOURNAMENTS, OVERNIGHT STAYS AND AWAY TRIPS

Travelling to away games and tournaments should be both safe and fun for children.

Parents and carers will often worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help planning and organisational arrangements, the following guidelines have been developed to assist MAs in implementing proper safeguarding measures. 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

ANFA will 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 and for parents or guardians to sign consent forms. ANFA will also hold a meeting with children for the same purposes.

In addition, ANFA will also ensure the following:

- ❖ Ensuring parental (or guardian) consent forms are signed and kept safely.
- ❖ When travelling, there should always be at least one adult per group of children of the same sex as the children involved.
- ❖ There should be a qualified first-aider with the team who has read and signed the code of conduct.
- ❖ If team doctors and physiotherapists are on 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.
- ❖ A safeguarding officer or approved chaperone(s) is going on the trip.
- ❖ The code of conduct is signed by all those travelling (both adults and under-18s).
- ❖ Children know whom to contact if they have a concern.

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 all departing venues well ahead of children so that they are not left standing 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 officer or approved chaperone(s) accompanying them on the trip.
- ❖ Familiarise 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 match(es) 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 or physiotherapist 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 you have a clear missing child policy in place that everyone is aware of.

Checklist to help think through planning and organisation (adapt as necessary)

PURPOSE OF THE TRIP

- Competition.....
.....
- Training.....
.....
- Other (specify):
.....
.....
- Combination.....
.....

Planning

- When
.....
- Where
.....
- Who (staff/volunteers/players)
.....

Communication with parents

- Destination and accommodation details sent (address/telephone)
.....
- Name(s)/number(s) of safeguarding officer and/or approved chaperone(s) shared with parents and players
.....
.....
- Drop-off/pick-up times agreed
.....
- Transport arrangements in place
.....
- Competition details shared Kit and equipment list shared
.....
- Consent form signed Information regarding medical conditions (including allergies) or impairments and access needs, and medication
.....
- Safeguarding arrangements (reporting concerns, supervision, etc.)
.....

Transport

- Drop-off/pick-up times (agree times with parents, and agree what to do if a parent does not arrive to collect a child at the appointed time)
- Suitability and accessibility requirements
.....
- Drivers checked and signed code of conduct
.....
- Insurance
.....
.....

Accommodation

- Type (hotel, hostel, etc.)
.....
- Pre-event visit and risk assessment done, if possible
.....
- Special diets, food allergies
.....
- Suitability for group, including access needs of attending disabled children (this might include accommodation and meals for a carer or personal assistant)
- Room lists
.....
- Supervising adults' sleeping arrangements
.....

Preparing athletes

- Local culture, language
.....
- Expectations on dress and behaviour
.....
- Food and drink
.....
- Currency
.....
- Telephones and contacts
.....

Supervision and staffing

- Ratio of staff to children agreed
.....
- Male/female staff clear responsibilities
.....

Documentation

- Travel tickets
.....
- Passports, visas
.....
- Accommodation and travel booking documents
.....

Insurance

- Liability
.....
- Accident
.....
- Medical
.....

Emergency procedures

- First aid
.....
- Specific medical information available for players where needed
.....
- Information on local emergency medical services, hospitals, etc.
.....

Arrival

- Check rooms, meal times
.....
- Arrange groups with staff
.....
- Rules explained (e.g. curfews)
.....

ANNEX 15: PARENT'S CONSENT FORM

Name:		Contact no.:	
Event/Tournament Name:		Citizenship no.:	
Parental or guardian consent statement			
<ul style="list-style-type: none"> ▪ I agree to my child's participation in this activity. ▪ 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 anaesthetics. ▪ 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. ▪ I have read the codes of conduct and acknowledge the need for my child to behave responsibly 			
Travel arrangements			
<ul style="list-style-type: none"> ▪ I agree to the transport arrangements that have been made for my child 			
Child's Details			
First Name:		Surname:	
Age:		Date of Birth:	
Address:			
Child Medical Information			
Any allergies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
Any medication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
Any special needs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
Requires special accessibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
Doctor Name:		Any other information:	
Doctor's contact no.:			
When my child is away, I know the contact person is:			
Name:		Designation:	
ANFA contact:		Away contact:	
Parent/Guardian signature		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 change	

ANNEX 16: MISSING CHILD POLICY

On discovering that a child has gone missing,

- immediately make a search of the surrounding area;
- request help from people around me;
- if I am in a public building, alert the staff of the situation and ask for assistance in searching for the missing child;
- if I am in 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 in my care, as I am aware that this could become a distressing situation for them.

If the search is unsuccessful,

- ring the police immediately, providing a description, and keep searching the area;
- advise the parents and/or guardians of the situation as soon as it is reasonably practical to do so.

After the event, I will review my policy and procedure to establish what went wrong and how it can be avoided in future.

ANNEX 17: CELEBRATION AND COMMUNICATION ARRANGEMENTS, INCLUDING THE USE OF IMAGES OF CHILDREN AND COMMUNICATION VIA SOCIAL MEDIA

Celebration & communication: safe use of images of u-18 players

Photographs, films and video clips are a great way to publicise football activities and programmes. They can be used to celebrate achievements, promote activities and keep people updated on what is happening. Footage might also be recorded for performance development and analysis reasons. 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.

ANFA should take all reasonable steps to promote the safe use of social media, photography and filming. The following is a model guide to assist in developing their own celebration and communication arrangements, while implementing the safeguarding policy.

Permission

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

- video footage for performance development;
- media coverage of an event or achievement;
- promotional purposes, e.g. website or publication.

Written consent should be obtained (e.g. through a consent form – see sample below) from parents or guardians before any photography or filming takes place. Depending on your country's legislation, consent may also need to be sought from the child.

Safe use of images and general information:

- To minimise any risk of harm coming to 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 telephone number;
- Children should never be portrayed in a demeaning, tasteless or provocative manner. Ensure all those featured are appropriately dressed (e.g. a minimum of shirt and shorts)

Information and communications technology (ICT) and social media

There are various ways in which to celebrate and communicate using ICT and social media. However, misuse of ICT and social media can also put children at considerable risk.

For children, the risks include:

- inappropriate access to, use or sharing of personal details (e.g. their names, email addresses or phone numbers);
- unwanted contact from adults with wrongful or questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying;
- grooming for sexual abuse.

For adults, risks include: their communication with children being misinterpreted leading to:

- potential investigation (internal disciplinary or by 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 association/club 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 rather than text with a minimum of two adults included (copied) in the communication.

Concerns

- If at any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to the safeguarding officer.
- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing children or the use of social media should be reported.
- Where appropriate, concerns should also be reported to the police

ANNEX 18: CONSENT FORM FOR THE USE OF CHILDREN'S IMAGES DURING FOOTBALL

Name:	Address:
Name of the Parent:	Contact No.:
APPLICANT'S DECLARATION DETAILS	
<ul style="list-style-type: none">▪ I give permission for photographs or videos of my child to be used on the association's or club's website, and for printed publications.▪ I give permission for photographs or videos of my child to be used on the association's or club's social media pages.	
Signature of the Parent:	Date:

ANNEX 19: THE SAFE USE OF CHANGING ROOMS AND SHOWERING FACILITIES

ANFA is committed to effectively meet the needs of all members of the football 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 due to various stages of dress/undress and because they are less supervised than at many other times. The risk of child-to-child problems, such as bullying, is also present when coaches or staff members are not supervising players or mascots. This is especially true in changing rooms. The following guidelines have been designed to help to develop our own policies to reduce the risk of misconduct or abuse in changing areas:



1. Where facilities are used by both adults and children at the same time, 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 changing or showering in public, then no pressure should be placed on him/her to do so. Instead, he/ she should be encouraged to do so at home.

6. If disabled children need to use facilities, make sure they are accessible and the disabled child and his/her carer are involved in deciding if and how they should be assisted. Make sure the child is able to consent to the assistance that is offered.

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 general and should not be used under any circumstance 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 and take appropriate additional clothing.

9. Parents should be discouraged from entering changing rooms unless it is truly necessary. In such circumstances, only a parent of the same sex as the children may enter the changing room and he/she 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 undressed.

ANNEX 20: CODE OF CONDUCT FOR CHILDREN

ANFA provides the children with grassroots and youth soccer activity with the mission to provide them an opportunity to develop life skills through team play, sportsmanship, competition, and hard work. Our mission is to provide youth players the opportunity to play soccer at the highest level appropriate with their individual ability, potential, and interest.

Children and young people have a responsibility to conduct themselves in a manner which does not bring the Association into disrepute. Any behaviour in breach of the Code Of Conduct may result in disciplinary action.

In playing football, I will:

- Play by the rules of soccer and in the spirit of the game.
- Show respect at all times for all coaches, all referees, all players, all spectators, and all officials.
- I will manage my temper and be respectful of people around me. I will not fight or use foul or abusive language or inappropriate gestures.
- Be a team player.



- Understand that winning isn't everything - having fun, playing fair, improving my skills, making friends and doing my best are all important.
- Acknowledge all good play - that of my teammates and of my opponents.
- Understand that Coaches are there to coach and not to improve my behaviour. If I am found to be behaving badly, my coach is permitted to remove me from the event. Furthermore, the responsibility of my behaviour outside of team-sanctioned events is not that of team staff but is the responsibility myself, and of my family or guardian.
- 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, electronically (any form of social media) will not be tolerated.
- Recognize that practices are more important than games and games are equally important.
- Arrive at the field before practices and games according to the standards set by my team Coach.
- Notify the team Coach at least 3 hours in advance so that arrangements for substitutes can be made, If I cannot make a game or practice.
- Understand that players who attend practices may get priority in the game starting line-up. Starting line-ups are based on several factors including attendance at practices, player's position, effort, attitude, etc.
- Leave all venues as neat and tidy as I found them.
- Take good care of my uniform and wear it only on ANFA events.
- Wear shin guards, socks, appropriate footwear, and bring my own water bottle to all games and practices.
- Wear approved attire as determined by my coach at practice and games.
- Remove all jewellery for practices and games (except for medically approved bracelets and eyewear). Recognize that infractions that occur during the game are governed by the Laws of the Game and will be decided by the Referee.
- The result may be a Caution (yellow card) or Dismissal (red card), in which case there may also be further action, including suspensions or fines, by the league discipline committee.
- Be responsible for reimbursing the association/academy for any and all fines payable by the association/academy due to my actions or inactions. Failure to pay any fines will result in my suspension from the association/academy for an indefinite period of time.
- Play fairly and be gracious in defeat;
- Shake hands with the other team and the referee at the end of the match;
- Ensure I am on time for training, matches and any other football activity;
- Tell the team manager/coach about any injury or medical condition before or during activities;
- Not bully or start fights with others (doing hurtful things on purpose), like using mean words to hurt others or spread rumours about them;
- Not exclude someone on purpose;
- 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, cursing or swearing at someone, physically fighting and hurting others;
- Report bullying if I see it happening to others;
- Create an enabling and conducive environment for all my peers to take part actively

In participating in football, I understand that I have the right to:

- have fun and develop my football skills;
- feel safe and happy;
- be protected from bad behaviour, from adults or other children that make me feel uncomfortable or sad;
- talk and be listened to, especially if I have concerns or do not feel safe
- know where to go for help or who to talk to if I am scared or worried about something;
- be looked after if there is an accident or injury

I agree to abide by the above code of conduct.

Name of the child:

Signature of the child:

ID Card No.:

Parent/Guardian's Signature:

Note: This code of conduct is designed to be signed by all children above the age of 13. For children below the age of 15, facilitators are expected to explain more in-depth during the age appropriate sessions that will be conducted, prior to signing the document. Children who are 12 years and younger are not expected to sign this code of conduct.

ANNEX 21: CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Parents and guardians can promote the positive aspects of football 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 or during other football activities.

Parents and guardians should be informed that persistent breaches of the code could result in them being asked to stay away from football activities and may also result in their child being removed from the ANFA’s programmes.



As a parent/guardian, I will:

- encourage my child to play by the rules and teach my child that he/she can only do his/ her best;
- promote my child’s participation in playing football for fun;
- cooperate with and show appreciation and respect for staff, coaches, referees, volunteers and other players;
- be realistic and never exert undue pressure or expectations on my child or other children;
- praise effort and participation rather than focusing on performance and results;
- accept decisions made by match officials, behave

responsibly on the side-lines and not use aggressive or abusive language with any player or official;

- 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 ANFAs or its stakeholders into disrepute;
- detail any health concerns and inform the coach/coordinator if my child has been ill or hurt recently;
- complete and return the relevant consent forms pertaining to my child’s participation

Parents/guardians have the right to:

- know their child is safe and protected from any form of poor practice or abuse;
- be informed of any problems or concerns relating to their child;
- speak to staff and voice any concerns about their child;
- have concerns appropriately dealt with

I agree to abide by the above code of conduct:

Name of the Parent/Guardian:	Citizenship No.:
Name of the Child:	Parent/Guardian’s Signature:

ANNEX 22: MINIMUM STANDARDS ON CHILD SAFEGUARDING FOR DISTRICT ASSOCIATIONS, CLUBS AND ACADEMIES

ANFA's network of member clubs, academies and football organizations will play a critical role in ensuring child safeguarding is promoted and respected in Nepali football. To ensure this, -----
 ----- (Name of the District Association/Club/Academy) commits to the following minimum standards:

1. Appointment of a Child Safeguarding Focal Point at ----- (Name of the District Association /Club/Academy) as outlined in the ANFA's Child Safeguarding Policy.
2. ----- (Name of the District Association /Club/Academy) will adhere to the guidelines set by ANFA to recognize and respond to safeguarding concerns as articulated in the Policy, including for cases of abuse as well as for cases of poor practice.
3. ----- (Name of the District Association /Club/Academy) understands that such cases will be reported as per the reporting flowchart in the Annex 6 of the Policy.
4. ----- (Name of the District Association /Club/Academy) pledges to lend its full support and cooperation for ANFA's Child Safeguarding Officer, Child Safeguarding Unit as well as Child Safeguarding Committee at all times, especially if a safeguarding concern is raised against a member of the management, staff or volunteer ----- (Name of the District Association /Club/Academy), or if the reported incident happened during an event organized by ----- (Name of the District Association/Club/Academy).
5. ----- (Name of the District Association /Club/Academy) will adhere to recruitment and selection process checklist in selecting staff who will be working with children. In this regard ----- (Name of the District Association /Club/Academy) also commits to check the criminal record clearance for such staff using the sample form of the Policy. Both staff and volunteers at ----- (Name of the District Association /Club/Academy) will also sign the Self Declaration Form of the Policy.
6. All staff and volunteers of ----- (Name of the District Association/ Club/Academy) will also read ANFA's Child Safeguarding Policy and confirm and will sign which confirms that they have received, read and acknowledge the ANFA Child Safeguarding Policy.
7. All staff and volunteers of the ----- (Name of the District Association /Club/Academy) will sign the code of conduct of the Policy.
8. ----- (Name of the District Association /Club/Academy) will conduct risk assessments for events that involve children as of the Policy and will put in place measures to minimize safeguarding risks.
9. ----- (Name of the District Association/ Club/Academy) will ensure supervision ratios and guidelines in are practiced in all events that involve children.
10. ----- (Name of the District Association/Club/Academy) will adhere to checklist for planning and organizing tournaments, overnight stays and away trips. ----- (Name of the District Association /Club/Academy) will also ensure that parents provide their consent for their children to join away trips as described in of the Policy.
11. ----- (Name of the District Association /Club/Academy) will adhere to celebration arrangements guide, including the use of images of children and communications through social media of the Policy as well as use consent form for use of children's images in football in Annex 19. ensure supervision ratios and guidelines are practiced in all events that involve children.

Signed by:

HEAD OF THE DISTRICT ASSOCIATIONS, CLUBS AND ACADEMIES	CHILD SAFEGUARDING POINT
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Name:

Name:

Designation:

Designation:

Date:

Date:

Signature:

Signature:

ANNEX 23: COMPOSITION OF THE WORKING GROUP ON ANFA CHILD SAFEGUARDING POLICY

COMPOSITION OF THE WORKING GROUP ON ANFA CHILD SAFEGUARDING POLICY

NAME	ORGANIZATION AND DESIGNATION	CAPACITY
Mr. Kiran Rai	General Secretary, ANFA	Chair
Mr. Indraman Tuladhar	Chief Executive Officer, ANFA	Co-chair
Mr. Hari Khadka	Technical Department, ANFA	Member
Mrs. Kripa Sharma	Child Safeguarding Officer, ANFA	Member
Mr. Pankaj Shahi	Head of Grassroots, ANFA	Member
Mr. Rajukaji Shakya	Head of Women's, ANFA	Member
Mr. Sanjit Singh	Head of Coach Education, ANFA	Member
Mr. Nabin Maharjan	Head of Elite Youth, ANFA	Member
Mr. Nabin Nuepane	Head of Academy, ANFA	Member

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REFERENCE DOCUMENTS

Child Safeguarding Toolkit for Member Associations by FIFA
<https://resources.fifa.com/image/upload/toolkit-fifaguardians.pdf?cloudid=nz1lyz3ykaioy7gwfmg>

UEFA Child Safeguarding Policy: Keeping Children Safe in European Football
https://www.uefa.com/MultimediaFiles/Download/uefaorg/General/02/63/58/39/2635839_DOWNLOAD.pdf

Child Rights Protection Act (2018) of Nepal
<https://www.lawcommission.gov.np/en/archives/20905>

Child Safeguarding Toolkit for UEFA Member Associations
<https://www.uefa-safeguarding.eu/sites/default/files/2020-04/UEFA%20Toolkit%20--%20English.pdf>

Football Association (of England) Grassroots Football's Policy and Procedures
<https://www.thefa.com/football-rules-governance/safeguarding/policy-downloads>

Irish Football Association (Northern Ireland) Safeguarding Children and Young People Policy and Procedures
<https://www.irishfa.com/media/24113/irish-fa-safeguarding-policy.pdf>

UEFA Child Safeguarding Policy: Keeping Children Safe in European Football
https://www.uefa.com/MultimediaFiles/Download/uefaorg/General/02/63/58/39/2635839_DOWNLOAD.pdf



ALL NEPAL FOOTBALL ASSOCIATION

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