

Safeguarding Policy

Philippines Skating Union

Introduction

Philippines Skating Union (PSU), Inc. (“PHSU” or the “Union”) is the governing body for Figure and Speed skating. Our Vision is to develop champions on and off the ice to inspire the nation and enrich lives through skating. Our Mission is to achieve excellence in building a strong and inclusive community by creating fun and safe environments to develop confidence in every skater at all levels.

All sporting organizations which make provisions for children and young people must ensure that:

- The welfare of the athlete is paramount;
- All athletes, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicious allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working in the sport have a responsibility to report concerns to the appropriate focal point in the Union.

PHSU promotes children’s rights as described in the United Nations Convention on the Rights of the Child (1989) as ratified by the Government of the Republic of the Philippines (1990) and it is committed to the principle of doing no harm.

PHSU is committed to take steps at all levels to safeguard children, young people and those involved with the sport including through contact with staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, ambassadors, players and any other individuals supporting or representing PHSU’s work.

Policy Statement

PHSU has a duty of care to safeguard all people involved in PHSU from harm. All those involved, with a particular focus on children, young people and those who may be particularly vulnerable, have a right to be safe emotionally and physically. PHSU will take appropriate measures to ensure the safety of all those involved in PHSU through adherence to the Safeguarding Policy adopted herein.

PHSU will comply with all relevant laws in the Philippines, whilst remaining committed to the principle of doing no harm – the best interests of the athlete will always be central to PHSU’s decisions.

PHSU has projects throughout the Philippines, including communities and areas where children may be vulnerable or more at-risk. PHSU Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. PHSU is committed to address conflicts and concerns through open and productive communication, avoiding disruptive behavior or hostility.

Definitions

Child

A child is defined as a person under the age of 18 or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition (Republic Act 7610).

Child Safeguarding

Child Safeguarding includes all activities an organization undertakes to ensure that it's co-workers, operations, and programs do no harm to children and do not expose them to the risk of harm and abuse; that appropriate responses and effective management of child safeguarding concerns are in place; and that any concerns the organization has about children's safety in its own programs and within the communities they work in are reported to the appropriate authorities.

Child Abuse

Child abuse is defined as an act (or failure to act) by parents, caregivers, other adults or older adolescents that endangers a child's physical or emotional health, development or dignity. The following types of abuse are recognized by PHSU:

1. Emotional Abuse

A continuing pattern of inappropriate verbal or symbolic acts toward a child or failure over time to provide a child with proper care. Emotionally abusive behavior includes but not limited to threats, rejection, isolation, belittling, and name-calling.

2. Physical Abuse

The use of physical force against a child that results in harm to the child. Physically abusive behavior includes but not limited to shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling or poisoning.

3. Sexual Abuse

The use of power or authority to involve a child in sexual activity by an adult or significantly older child or adolescent. Sexually abusive behaviors can include touching genitals or breasts, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, and exposing a child to sex or pornography. This includes sexual activities between male to male, female to female, male to female and female to male.

Harm

It refers to the negative impact or consequences upon the child or vulnerable adult of direct or indirect actions by an adult.

Neglect

The failure by a parent, caregiver, coaches, program providers, managers, and medical practitioner to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for the child's healthy physical and emotional development and well-being.

Child Exploitation

Child exploitation is the use of a child in work or other activities for the benefit of others that is unacceptable because it deprives them of their childhood, education, development or dignity. It includes unacceptable child labor, child prostitution or trafficking, and child pornography.

Child Pornography

Child pornography means any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.

Child Labor

Work that deprives children of their childhood, their potential and their dignity, interferes with their schooling, or that is harmful to physical and mental development.

Grooming

Behavior that makes it easier for an offender to procure a child for sexual activity. This can occur in person or through electronic equipment. For example, an offender might build a relationship of trust with the child, and then seek to sexualize that relationship by encouraging romantic feelings or exposing the child to sexual concepts through pornography. This includes grooming behaviors between male to female, female to male, male to male, and female to female.

Roles and Responsibilities

Board of Trustees will:

- Treat all people engaged with PHSU activities, especially those who may be vulnerable, with respect and dignity.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people in PHSU events organized specifically for children.
- For PHSU events organized for adults which may still have the presence of children, ensure that drinking and smoking will be done at a controlled area only.
- Sign acknowledgement of this policy.
- Maintain self-control at all times while conducting themselves as responsible citizens.

Staff, volunteers, coaches, interns and consultants will:

- Treat all people engaged with PHSU activities, especially those who may be vulnerable, with respect and dignity.
- Be an important link in identifying cases when an incident may have occurred.
- Always put the welfare of each athlete as a top priority.
- Maintain a safe and appropriate distance with athletes (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- For organized events which may not allow separate rooms for minors and adults, a different room setup will be discussed and agreed upon by the Senior Management, adults-in-charge, and parents of the children. This will be officially agreed in writing prior to the event.
- Build balanced relationship based on mutual trust which empowers athletes to share in the decision-making process.
- Promote a fun, enjoyable environment for athletes.
- Keep up to date with technical skills and qualifications to best support the athlete's development.
- Involve parents/caregivers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, parents, teachers, coaches or official must work in pairs to ensure that there is adult support available in case an incident occurs.

- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people in PHSU events organized specifically for children.
- For PHSU events organized for adults which may still have the presence of children, ensure that drinking and smoking will be done at the controlled area only.
- Give enthusiastic and constructive feedback.
- Recognize the developmental needs and capacity of young people and differently abled adults – avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given using the PHSU Injury Report Form.
- Request written parental consent if they are required to transport young people in their cars.
- Not spend time alone with children away from others.
- Not take or drop off a child to an event or activity without an additional adult chaperone.
- Not allow children to use inappropriate language unchallenged.
- Not make sexually suggestive comments to a child, even if in jest.
- Not reduce a child to tears as a form of control.
- Not fail to act upon and record any allegations made by an athlete.

Sponsors, supporters, visitors, partners and ambassadors and any other individuals supporting or representing (officially or unofficially) PHSU will:

- Treat all people engaged with PHSU activities, especially those who may be vulnerable, with respect and dignity.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people in PHSU events organized specifically for children.
- For PHSU events organized for adults which may still have the presence of children, ensure that drinking and smoking will be done at the controlled area only.
- Maintain self-control at all times while conducting themselves as responsible citizens.
- Always be positive in support of their teams.

Players will:

- Not engage in rough, physical or sexually provocative games, including horseplay.
- Not engage in underage drinking and smoking.
- Respect their teammates, coaches, officials, opponents, and the sport at all times.
- Not conduct themselves in any manner, or engage in any activity, whether on or off the ice, that would impair public confidence in the honest and orderly conduct of competitions or in the integrity and good character of participants and
- Not do anything which adversely affects or reflects on or discredits the sport, PHSU, any Member Club or Affiliated Member of PHSU, or any team, competition, tournament, sponsor, official supplier or licensee, including, but not limited to, any illegal act or any act of dishonesty or fraud.

Recruitment

PHSU will take all reasonable precautions to ensure that no-one involved with the organization poses an unacceptable risk to children and will ensure that all recruitment procedures, including those for non-paid positions, include:

- A criminal record check, *i.e.*, NBI Clearance (or alternative where not possible such as relevant written statement from a trusted source);
- At least 2 verbal reference checks (advantage if they have at least one regarding previous work with children or young people). These references must be taken up and confirmed through telephone contact;
- Evidence of identity (government-issued ID with photo);
- Behavioral-based interview questions (see Annex 1 for questions that will be asked in all interviews and to which a written record will be held on file);
- Read and understand the PHSU Code of Conduct, Safeguarding Policy, and Safeguarding Code of Conduct. Signature will be needed on all documents before application is approved.

Training

PHSU will provide all new staff, volunteers, coaches, interns, and ambassadors with a safeguarding brief on this Safeguarding Policy, PHSU Code of Conduct within (3) three months of engagement. Refresher training will be provided and recorded annually and will include the following:

- Assessment of their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognition of their responsibilities and report any concerns about suspected poor practice or possible harm.
- Response to concerns expressed by an athlete by reporting it to the proper authorities.
- Working safely and effectively with children.
- Relevant personnel to gain national first aid training (where necessary).

Visitors

PHSU has a range of activities and encourages visits from sponsors, groups and/or individuals to develop lasting and mutually beneficial relationships. Where visitors will interact with children, it is expected that:

- An orientation will be provided that ensures visitors are aware of their responsibilities under this policy and the Code of Conduct. A minimum of one PHSU Safeguarding Focal Points of Contact (PC) will conduct the 15 to 30-minute informal orientation for the visitor/s. The orientation will include the discussion of the do's and don'ts during the visit. Questions and clarifications by the visitor/s will be answered by the Focal PC(s) as well.
- Staff supervision of interaction will be in place at all times.
- A criminal record check (or alternative when not possible, such as relevant written statement from a government agency) for those interacting with children for more than 48 hours.

Risk Assessment and Management

PHSU acknowledges that the work we do carries risks for athletes. We are committed to identify and minimize risks and mitigate their impacts when they occur. All major activities will have documented risk assessments in place. See attached guidelines on Annex 4 - Risk Assessment.

Communications

PHSU provides frequent communications about our work for a range of purposes. Principles around these communications include:

- Not disclosing information that could identify the location of a child or victim;
- Explaining how images will be used and obtaining relevant consent;
- Guidelines on how children are portrayed in communications. See attached guidelines on Annex 2 - Portrayal of Children Guidelines.

Reporting

This policy also commits PHSU to respond to all safeguarding concerns raised through our contact with communities by knowing where to report these concerns through existing structures in the Philippines.

It is not the responsibility of anyone working for PHSU, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. There is a responsibility to report any incident to the appropriate officer or the appropriate authorities. Staff, volunteers, coaches, sponsors, interns, consultants, supporters, visitors, partners, ambassadors, players and any other individuals supporting or representing PHSU's work must inform PHSU when they have reasonable belief that an athlete has been harmed or is at risk of harm, including cases when a child unrelated to our work approaches someone affiliated with PHSU's work for assistance.

Within 48 hours of becoming aware of concern or an incident, the respondent must inform one of the following:

PHSU Safeguarding Focal Points – thru SMS, voice call, or email

* See attached Child Safeguarding reporting lines (Annex 4)

Reporting can be made in person, by phone or by email. A written report (see Annex 3) should be made as soon as possible to be securely stored by PHSU in the main office. These reporting records will include a written response by the Safeguarding Focal PC outlining action and follow-up that was taken until the case is closed or resolved.

Actions if there are concerns

1. Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; the designated PHSU Safeguarding Focal PC, with coordination with the President and any key board of trustee member ("Key Board Member"), will deal with it as a misconduct issue.

2. Concerns about suspected harm or abuse:

Any suspicion that an athlete has been abused by either a member of staff or a volunteer should be reported to the designated PHSU Child Safeguarding Focal PC.

The designated PHSU Child Safeguarding Focal PC will refer the allegation to the DSWD or any relevant organization.

If the designated PHSU Child Safeguarding Focal PCs are the subject of the suspicion/allegation, the report must be made to the President, who will refer the allegation to the Key Board Member and relevant authorities if related to a minor.

If the President is the subject of the suspicion/allegation, the report must be made to DSWD if it pertains to minors and/or PSC/POC Safeguarding Commissions.

If a board member(s) is/are the subject of the suspicion/allegation, the report must be made to DSWD if it involved a minor and/or PSC/POC Safeguarding Commissions.

Confidentiality

It must be ensured that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The PHSU Safeguarding Focal PCs
- The parents of the person who is alleged to have been neglected, harmed and/or abused
- The person making the allegation
- Department of Social Welfare and Development (DSWD)
- The PHSU President and the Key Board Member

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was harmed as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, PHSU should follow the procedures as detailed above and report the matter to the DSWD, as may be applicable. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offence related to abuse is automatically excluded from working with children. This is reinforced by the details of the Republic Act No. 7610.

Consequences

PHSU is committed to preventing contact with athletes through work by persons that pose an unacceptable risk. Following an investigation, a confirmed breach of the Infractions in Annex 5 will lead to disciplinary procedures, which may involve termination of employment or contract. Refer to Annex 5 (Infraction Classes and Consequence Matrix) for more information regarding the disciplinary procedures and misconduct.

Internal Inquiries and Suspension

The PHSU Safeguarding Focal Points, in coordination with the PHSU President and PHSU Key Board Member, will make an immediate decision about whether any individual accused of harm or abuse should be temporarily suspended pending further formal investigation involving police and social services inquiries.

Irrespective of the findings of DSWD or police inquiries, the PHSU will assess all individual cases to decide whether a member of staff or volunteer can be suspended, terminated, or reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the PHSU must reach a decision based upon the available information.

PHSU assures that no action will be taken against those who inform of incidents or risks in good faith. However, anyone who willfully reports using false information may be subject to possible consequences as per disciplinary procedures.

Dispute Resolution

In incidents where the facts are disputed, the PHSU shall give all parties a chance to be heard. The calling of witnesses and submission of other evidence may likewise be allowed. In such cases, a decision shall be made soon as possible taking into consideration of all evidence and circumstances at its disposal.

Appeals

Decisions shall be final, subject to any rights that any party to this process may have to appeal that decision to the Board of Directors (if appropriate).

Reservation

The PHSU reserves the right to amend or modify the foregoing provisions. It likewise reserves the right to file criminal or civil charges, as may be applicable, against any member for violation of these rules should circumstances so warrant.

Annex 1 – Behavioral-Based Interview Questions

The following questions are examples of the type of questions which will be asked for all individuals applying for positions associated with PHSU:

Tell me about how you worked effectively under pressure.

How do you handle a challenge? Give an example.

Have you ever made a mistake? How did you handle it?

Give an example of a goal you reached and tell me how you achieved it.

Describe a decision you made that wasn't popular and how you handled implementing it.

Give an example of how you worked with a team.

What do you do if you disagree with someone at work?

Share an example of how you were able to motivate employees or co-workers.

Have you handled a difficult situation? How?

WHAT WOULD YOU DO IN THESE SITUATIONS?

One of the athletes you coach came to the rink with his arms covered with bruises and was trying to hide it underneath the sleeves of their shirt. You noticed their eyes were red and they had a disheveled appearance.

During a training session, a performance athlete was practicing their program and a recreational skater got in the way before one of their jumps. The performance athlete gets angry and starts yelling at the recreational skater resulting in that skater crying and leaving the ice.

Athlete A told you that Athlete B confided with her about her situation at home - Athlete B's uncle constantly touches her in inappropriate parts every time she is left by her parents to his care.

Every time Athlete A's mom picks her up in training, she always scolds her and embarrasses her in front of everyone. You noticed some curse words are being said to her and in most instances, the mother seems visibly drunk.

Annex 2 – Portrayal of Children Guidelines

PHSU commits to portraying children in communications in-line with the following commitments:

- Athletes must always be treated with respect and dignity in the media. Negative stereotyping is unacceptable, and images of children as helpless victims are not allowed. Sensationalizing their conditions have no place in PHSU's commitment to protecting the children's rights. In addition, naked images of children and sexually provocative poses of them must never be used.
- Children's privacy and confidentiality must always be given importance. Never include information that may reveal the child's place of residence. This includes full names and addresses of children. Also, avoid using geo tagging when posting something on social media if this involves children.
- Always ask permission from athletes to use their images.
- Always ask permission from parents or guardians when using images or text which involves children. This includes explaining how the text or images will be used and for what purpose. In addition, always ask for consent from the children if you will take close up photos of them which will clearly reveal their face.
- Emphasis must always be given on the children's right to play, recreation and sport.

Annex 3 – Report of Concern

Report of Concern

Name and role of person completing this form:	
Signature of person completing this form:	
Date of Report:	

Date and time of incident:	
Name(s) of person(s) involved in the incident:	
Description of incident or concern:	

Witnesses (include contact details):

Reporting the concern or incident to PHSU

Incident/concern reported to:	
How was the report received (this form, in person, email, message, etc):	

Annex 4 – Activity Risk Assessment

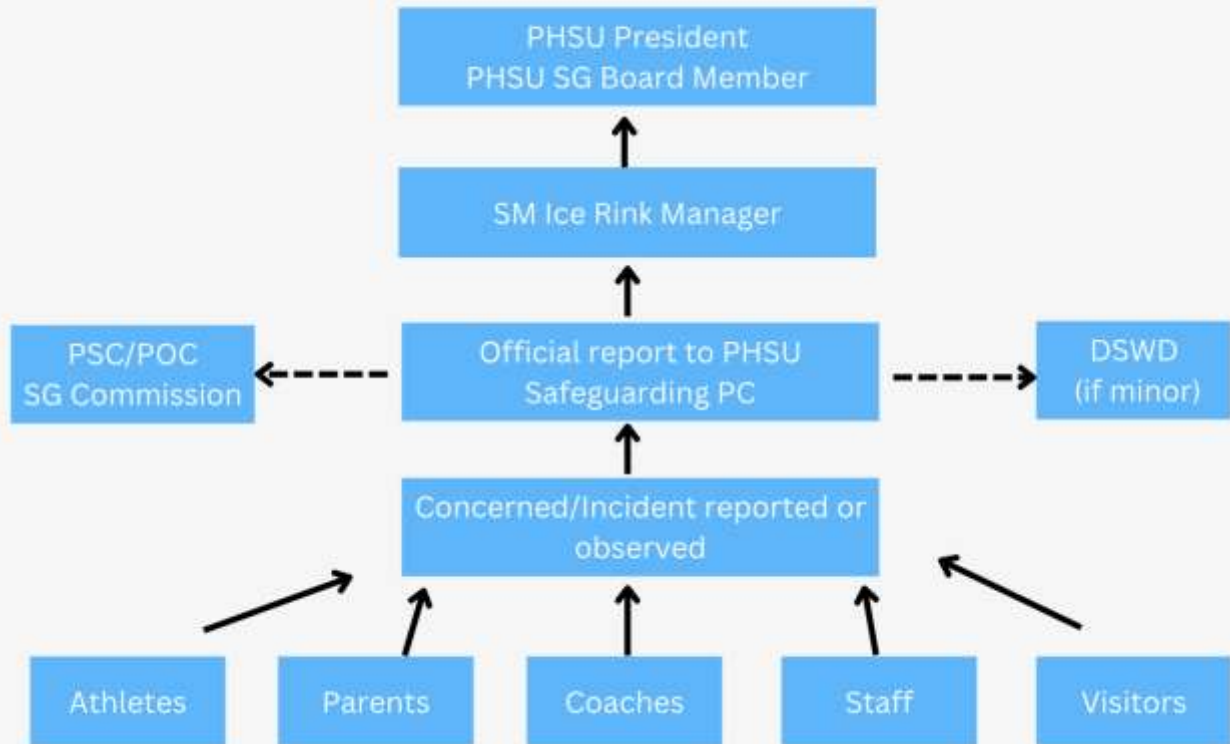
Premises (location):	
Competition/Activity:	
Date(s):	

No	Step 1- What is the hazard/risk:	Step 2 - Who might be harmed and how?	Step 3 - Existing measures to mitigate risk	Step 4 - Any additional measures required?	Person(s) responsible	Completion Date
1						
2						
3						

No	Step 1- What is the hazard/risk:	Step 2 - Who might be harmed and how?	Step 3 - Existing measures to mitigate risk	Step 4 - Any additional measures required?	Person(s) responsible	Completion Date
4						

Annex 4 – Reporting Flow

Safeguarding Report Flow



Annex 5 - Infraction Classes and Consequence Matrix

General Principles in the Application of the Sanctions

- Disciplinary sanctions shall be enforced in progressive or increasing manner.
- Only one (1) disciplinary sanction shall be imposed per administrative proceeding, which may involve one (1) or more infractions.
- PHSU shall determine the appropriate disciplinary sanction by taking into consideration the surrounding circumstances.
- If the member or student is found guilty of two (2) or more violations, the disciplinary sanction should be that corresponding to the most serious infraction, the rest will be aggravating circumstances.

The following are infractions with possible sanctions and consequences. The three classes are levels of behavior that may warrant disciplinary action, as determined by the type of infraction.

Class Type	Examples
1	• Inappropriate yelling/outburst • Tossing objects in a manner that is inappropriate or which causes danger to other people • Disrespectful behavior • Stomping on the ice • Poor attitude • Unsportsmanlike behavior while representing PHSU under any capacity or circumstance • Swearing/Cussing • Intimidating skating patterns (i.e. buzzing)
2	• Use of obscene language/profanity with malicious intent directed at specific persons • Any physical action taken with malicious intent against another person • Any words or actions that may be deemed as insubordination • Displaying or promoting unsafe actions • Any destruction or defacement of property at any rink facility

Class Type	Examples
3	• Any intentional physical contact either by using the body or by throwing objects • Threatening, hazing, or harassing another member/person including but not limited to bullying, cyber- bullying and sexual harassment. • Use, possession, or sale of illegal drugs at an PHSU sanctioned function • Consumption, possession or sale of alcoholic beverages by members at any PHSU sanctioned function • Use of tobacco products/electronic smoking devices by members at any PHSU sanctioned function • Forgery and Falsification of official PHSU documents

This listing of infractions is not exhaustive and other activities may be deemed as violations as may be warranted by circumstances. Further, the Union reserves the right to amend or modify the foregoing provisions and the corresponding disciplinary action if such would be for the best interest of the Union and its members.

The following are the sanctions and consequences that may be imposed on the foregoing infractions. The three levels of disciplinary action are not exhaustive and shall not be construed to limit the authority of PHSU to take immediate action with respect to any conduct posing an imminent and clear danger to the physical and/or emotional safety of the PHSU; its management; or any members, guests, or other individuals.

Class Type	1st Offense	2nd Offense	3rd Offense	Additional Actions
1	Documented warning (verbal and written)	Immediate removal from premises if currently on PHSU's program ice session or participating in an event (no refund)	• Removal from PHSU's program for a minimum of 3 sessions • Requirement of Written apology to offended party (if applicable) • Letter of reprimand • May require a meeting with appropriate PHSU designee(s)	• A documented Class I offense will be cleared from PHSU's records after 90 days if no further incidents requiring additional disciplinary action will occur. • Frequency and/or severity of Class I infractions may result in Class II consequences upon the approval of a PHSU Board member.

Class Type	1st Offense	2nd Offense	3rd Offense	Additional Actions
2	• Removal from PHSU's program for a minimum of 7 sessions • Requirement of Written apology to offended party (if applicable) • Letter of reprimand	• Removal from PHSU's program for a minimum of 10 sessions • Requirement of Written letter of apology to offended party (if applicable) • Upon return, a minor must be accompanied by parent/guardian	• Upgrade to Class III infraction consequences or other appropriate consequences	• A Class II offense will be cleared from PHSU records after 12 months if no further incidents requiring additional disciplinary action will occur. • Frequency/severity of Class II infractions may result in Class III consequences or other agreed upon consequences upon approval of PHSU Board member.
3	• Removal from PHSU's program for a minimum of 14 sessions • Requirement of Written letter of apology to offended party (if applicable) • Upon return, a minor must be accompanied by parent/guardian • It resulting to serious damage to property or serious injury to person, suspension/expulsion from PHSU.	• Suspension/expulsion from PHSU and recommended suspension/banning from the rink		Unless otherwise ordered by the Board of Directors, a Class III offense will be cleared from PHSU records after 24 months if no further incidents requiring additional disciplinary action will occur.