



ASNS' GUIDELINES FOR IMPLEMENTING A SAFEGUARDING POLICY



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RESPECT

ABOUT THE ASNS' GUIDELINES FOR IMPLEMENTING A SAFEGUARDING POLICY

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INTRODUCTION

In October 2024, the FIA introduced a comprehensive Safeguarding Policy to ensure the safety and well-being of all individuals involved in motorsport. All information about this Safeguarding Policy can be found under the dedicated section of the FIA Website, [Driven By Respect](#).

The FIA Safeguarding Policy covers the FIA World Championships, the FIA Motorsport Games, and FIA-sanctioned or organised meetings (i.e., FIA Conference Week, FIA Congress, FIA Prize-giving Ceremony, etc.)

Under the FIA Safeguarding Policy, it is stated that all ASNs are encouraged to introduce their own accessible and understanding safeguarding policy. The ASNs' safeguarding policies shall cover:

- I. all the competitions which are not covered by the FIA and which take place within their jurisdiction, such as International Competitions and National Competitions and;
- II. any incident occurring within the framework of motorsport in their country.

In the present guidelines, ASNs are provided with templates and documents to assist them in implementing their own safeguarding environment:

- Appendix 1. Key steps and checklist to produce a safeguarding policy;
- Appendix 2. Template Safeguarding Policy;
- Appendix 3. Template report form;
- Appendix 4. Useful resources.

The FIA counts on the ASNs' to treat safeguarding as a top priority within their jurisdictions. It is not only a moral and legal obligation, but also essential to maintaining the integrity and sustainability of our sport. By taking safeguarding seriously, ASNs help create an environment of trust, respect, and accountability, which is vital for encouraging participation, promoting diversity, and protecting the future of motorsport.



APPENDIX 1.

KEY STEPS AND CHECKLIST TO PRODUCE A POLICY

To help ensure a safe and supportive environment across all levels of motorsport, it is important that each ASN takes clear and practical steps to implement an effective safeguarding policy. A suggested process is detailed below.

1. COMMITMENT AND LEADERSHIP

- ☐ Gain commitment from senior leadership of your ASN.
- ☐ Assign responsibility to a designated safeguarding officer, committee or senior manager.

2. POLICY DEVELOPMENT

- ☐ Review any existing policy in place for safeguarding, as well as local laws and protection requirements in your country (National Olympic Committee, sports governance regulations).
- ☐ Draft a clear safeguarding policy that outlines principles, responsibilities, and procedures. The template provided by the FIA can be used as a basis.
- ☐ Ensure the policy encompasses the prohibited conducts as defined under the FIA Safeguarding Policy, that it applies to all stakeholders (drivers, driver support personnel, officials, staff members, volunteers etc) and that it covers all events and activities regulated by your ASN.
- ☐ Once drafted, consult with stakeholders, notably drivers, about the safeguarding policy.

3. REPORTING PROCESS

- ☐ Establish clear reporting procedures for abuse cases (phone number, email address, online report form etc).
- ☐ Maintain confidentiality while ensuring appropriate action is taken.

4. AWARENESS AND TRAINING

- ☐ Raise awareness among drivers, parents, and other stakeholders through the ASN's website, social media and events.
- ☐ Provide safeguarding training and educational materials to stakeholders.

5. MONITORING AND EVALUATION

- ☐ Regularly review and update the safeguarding policy.
- ☐ Gather feedback from drivers, staff, and other stakeholders to improve effectiveness.

6. INCIDENT MANAGEMENT AND SUPPORT

- ☐ Develop a response framework for handling safeguarding concerns.
- ☐ Provide support services for victims and help them get counselling and legal assistance, by referring them to local aid organisations for instance.

APPENDIX 2.

TEMPLATE SAFEGUARDING POLICY

[ASN NAME] SAFEGUARDING POLICY AND REGULATIONS

PREAMBLE

[ASN Name] is committed to promoting the welfare and safety of all participants in motorsport activities. This policy outlines our commitment to creating an environment free from abuse, harassment, and exploitation, ensuring that every individual can engage with confidence and peace of mind.

Safeguarding aims to promote the well-being and safety of all individuals involved in sports activities, especially children and vulnerable adults, fostering an environment in which everyone can engage with confidence and peace of mind.

By establishing clear guidelines, procedures, and support mechanisms, this policy (hereinafter referred to as the "Safeguarding Policy") endeavours to create an environment where individuals are empowered to speak up, seek assistance, and act against any instances of abuse, harassment, or exploitation.

The meaning of all Capitalised terms used in this Safeguarding Policy are set out in Section 3.

SECTION 1. SAFEGUARDING POLICY

ARTICLE 1. PRINCIPLES

The Safeguarding Policy is founded on the following key principles already enshrined in the FIA regulations as published on the FIA website and adhered to by [ASN Name]:

- **Welfare of the individual:** The safety and well-being of all individuals, especially children and vulnerable adults, is the primary concern.
- **Equality and Inclusion:** Every person, regardless

of age, gender, race, disability, sexual orientation, religion, or socioeconomic status, has the right to participate in motorsport activities in a safe and supportive environment.

- **Accountability:** All participants in motorsport have a responsibility to act in the best interest of those at risk.
- **Confidentiality:** Information concerning safeguarding issues will be treated with the utmost confidentiality and shared only with those who need to know to protect the individual.

ARTICLE 2. SCOPE

This Safeguarding Policy shall apply to all Covered Persons during Covered Events.

Each Covered Person shall be aware of the Safeguarding Policy and is deemed to have agreed to be bound by the Safeguarding Policy, as a condition of their participation in the Covered Events. Prohibited Conducts under this Safeguarding Policy may also constitute a criminal offence and/or a breach of other applicable laws and regulations, including other [ASN Name] regulations. Covered Persons must always comply with all applicable laws and regulations.

ARTICLE 3. IMPLEMENTATION

To effectively implement this Safeguarding Policy, [ASN Name] will ensure that all Covered Persons are informed about the Safeguarding Policy, reporting means investigation procedures through training sessions, informational materials, and regular communication.

ARTICLE 4. ENTRY INTO FORCE

The Safeguarding Policy will take effect [option 1: immediately upon its adoption and publication on the ASN Website] or [option 2: on XX/XX/202X].

SECTION 2. SAFEGUARDING RULES

ARTICLE 1. BREACH OF THE SAFEGUARDING POLICY

The following Prohibited Conducts constitute a breach of the Safeguarding Policy:

- 1.1 Psychological abuse;

- 1.2 Physical abuse;
- 1.3 Sexual harassment;
- 1.4 Sexual abuse;
- 1.5 Neglect;
- 1.6 Engaging, or attempting or threatening to engage, in conduct that directly harms the physical and/or mental welfare and/or safety of a Covered Person;
- 1.7 Posing a risk of harm to the physical and/or mental welfare and/or safety of a Covered Person;
- 1.8 Complicity by assisting, encouraging, aiding, abetting, conspiring to engage in or concealing any violation of the Safeguarding Policy;
- 1.9 Retaliation in relation to actions, investigations or proceedings pursuant to the Safeguarding Policy;
- 1.10 Failure to cooperate in relation to actions, investigation, or proceedings pursuant to the Safeguarding Policy.

ARTICLE 2. REPORTING

2.1 Content of the report

Any alleged safeguarding incident involving a Covered Person should be reported as soon as reasonably possible. Reports may be made through [insert a link, an email address or any other means to report a concern implemented by the ASN]. All reports should include the following information:

- The name, title, address and contact details of the claimant;
- The name and surname of the Covered Person alleged to have committed Prohibited Conduct;
- The name and surname of the alleged victim/s;
- The type(s) of alleged Prohibited Conduct;
- A complete factual description of the alleged Prohibited Conduct, including date(s) and location(s) of the Prohibited Conduct;
- Any evidence in the claimant’s possession supporting the allegation that Prohibited Conduct occurred.

2.2 Anonymous reporting

Reporting under the Safeguarding Policy may be anonymous, meaning that [ASN Name] will not know the identity of the individual submitting the report. However, an anonymous report may limit [ASN Name]’s ability to investigate and address the allegations made in a report.

ARTICLE 3. INVESTIGATION

Upon receiving a report, [ASN Name] will conduct a preliminary assessment to determine if the allegation(s) falls within the scope of the Safeguarding Policy. If it does, the allegation(s) will be investigated by [insert the name of the person/entity that will conduct the initial assessment]. [ASN Name] may also choose to refer the matter to appropriate authorities, such as local agencies or authorities. In this situation, [ASN Name] will determine whether to suspend the investigation or to proceed.

The victim, as well as relevant persons/law enforcement authorities (if appropriate and/or when required by law), may be notified that [ASN Name] is investigating. All parties involved (claimant, victim, accused Covered Person, and witness(es)) will have an opportunity to submit any relevant information and evidence, unless prohibited by any ongoing police or other agency’s investigation.

[ASN Name] may also reach out to other Covered Persons (or their legal guardians if they are minors) with whom the accused Covered Person may have had contact.

ARTICLE 4. METHODS OF RESOLUTION

After the investigation, based on the information gathered, [ASN Name] will determine whether:

- The case shall be closed, due to a false report, insufficient evidence, or other factors.
- The case shall be passed to other relevant authorities, such as local agency or authorities.
- The case shall be brought before [insert the name of the disciplinary body that will be in charge of safeguarding matters within the ASN]. Any case referred to [insert the name of the disciplinary body] pursuant to the Safeguarding Policy will be dealt with according to the provisions of [insert the name of the ASN’s disciplinary rules].

Any decision of the [insert the name of the disciplinary body] may be appealed pursuant to [insert the name of the ASN’s disciplinary rules].

ARTICLE 5. PROVISIONAL MEASURES

Provisional measures may be imposed pursuant to [insert the name of the ASN’s disciplinary rules relating to provisional measures].

ARTICLE 6. CONFIDENTIALITY

All information shared within the scope of the Safeguarding Policy is considered highly sensitive and will be treated with the utmost care and discretion. However, confidentiality may be breached under certain circumstances, including but not limited to:

- Legal Obligations: When [ASN Name] is required by law to disclose certain information, particularly in cases involving significant risk of harm to individuals.
- Need-to-Know Basis: Information may be shared with designated persons or authorities solely on a need-to-know basis to ensure the safety and well-being of individuals involved.

ARTICLE 7. SANCTIONS

The [insert the name of the disciplinary body] shall impose any sanction as provided under the [insert the name and article of the ASN’s disciplinary rules relating to sanctions]. When imposing sanctions, the [insert the name of the disciplinary body] shall consider the principle of proportionality. All sanctions rendered by the [insert the name of the disciplinary body] in relation to the Safeguarding Policy shall be recognised and enforced by all ASNs.

ARTICLE 8. STATUTE OF LIMITATIONS

Any individual who has experienced or witnessed safeguarding concerns is encouraged to report such incidents promptly. The reporting period for initiating an investigation into alleged safeguarding violations shall be the one provided under [insert the name and article of the ASN’s disciplinary rules relating to statute of limitations].

SECTION 3. DEFINITIONS

Terms not defined in this document should be interpreted according to their meaning in the FIA International Sporting Code.

Covered Event: [ASN Name] sanctioned or organised competitions and meetings (i.e [ASN Name] General Assembly, [ASN Name] Prize-giving Ceremony, etc.) and any event or activity regulated by [ASN Name] on its territory.

Covered Person: Any natural person(s) who participates in, assists in, is involved in a Covered Event, which includes any natural person(s) belonging to one of the following categories:

- A. Driver, meaning any driver or passenger (including navigator and co-driver), as defined in [insert the reference of the ASN’s regulations or refer to Article ‘Definitions’ of the ISC], who participate in Competitions;
- B. Driver Support personnel, meaning any coach, trainer, manager, agent, engineer, mechanics, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting a driver participating in or preparing for a Competition;
- C. Official, as defined under [insert the reference of the ASN’s regulations or refer to Article Appendix V of the ISC];
- D. Staff member of [ASN Name], or of any member or affiliate organisation of [ASN Name] (including any clubs, teams, associations or leagues);
- E. Member officials, meaning all members of the councils and/or executive bodies, committees and commissions who act, or are entitled to act, for or on behalf of [ASN Name], or of any member or affiliate organisation of [ASN Name] (including any clubs, teams, associations or leagues), including without limitation, staff, consultants, agents and advisors;
- F. Volunteers of [ASN Name], or of any member or affiliate organisation of [ASN Name] (including any clubs, teams, associations or leagues);
- G. Any other person who is or has been accredited to attend or participate in Competitions.

Harassment and Abuse: they can be expressed in five forms which may occur in combination or in isolation. These include i) psychological abuse, ii) physical abuse, iii) sexual harassment, iv) sexual abuse, and v) neglect.

- These forms of abuse are defined here as:
- i. **Psychological abuse:** means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilisation, or any other treatment which may diminish the sense of identity, dignity, and self-worth. Hazing is a form of psychological abuse and refers to any activity expected of someone joining a group that humiliates, degrades, abuses, or endangers them, regardless of that person’s willingness to participate
 - ii. **Physical abuse:** means any deliberate and unwelcome act that causes physical trauma or injury. Such act can also consist of forced or inappropriate physical activity

(e.g., age-, or physique inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices.

- iii. **Sexual harassment:** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.
- iv. **Sexual abuse:** means any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.
- v. **Neglect:** means the failure of a coach or another person with a duty of care towards the Covered Person to provide a minimum level of care to the Covered Person, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.

Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Bullying, hazing, grooming are other aspects of harassment or abuse and should be treated in the same way under the terms of this Policy.

Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.

Prohibited Conducts: conducts defined under Section 2 Article 1 of the Safeguarding Policy.

Note: This template is based on the FIA's Safeguarding Policy introduced in October 2024. ASNs are encouraged to adapt this template to their specific legal and cultural contexts. For more detailed information and resources, please refer to Appendix 4 of these Guidelines and to the FIA's official safeguarding website section: <https://www.fia.com/driven-by-respect>

APPENDIX 3. TEMPLATE REPORT FORM

TEMPLATE SAFEGUARDING REPORT FORM

Please complete as many sections as possible with detailed information.

1. PERSONAL DETAILS

- First Name: [FREE TEXT]
- Last Name: [FREE TEXT]
- Country of Residence: [FREE TEXT]
- Email Address: [FREE TEXT, should contain the symbol "@"]
- Phone Number: [FREE TEXT]

2. INCIDENT INFORMATION

What is your relationship with the [name of the ASN]?
(e.g., participant, spectator, official, staff, other)
[FREE TEXT]

Are you reporting on behalf of someone else?

- ☐ Yes
- ☐ No

If yes, provide the victim's name and age: [FREE TEXT]

Contact details (if known):

Type of offence (check all that apply):

- ☐ Psychological Abuse
- ☐ Physical Abuse
- ☐ Sexual Harassment
- ☐ Sexual Abuse
- ☐ Neglect
- ☐ Other (please specify): [FREE TEXT]

Incident Description:

Please describe the incident in as much detail as possible.
[FREE TEXT]

Names and functions of persons involved in the incident:

Location:

Where did the incident occur?

Country [DROP DOWN LIST]

Location [FREE TEXT]

Date/Time:

When did the incident occur?

If during a competition, provide the name of the competition. [FREE TEXT]

3. ADDITIONAL INFORMATION (IF APPLICABLE)

If the victim is a minor, have the parents/carers been informed?

- ☐ Yes
- ☐ No

Have any actions been agreed with them? Please provide details. [FREE TEXT]

Has the matter been reported to another organisation, the police, or social services?

- ☐ Yes
- ☐ No

If yes, provide contact details

Phone Number: [FREE TEXT]

Email address: [FREE TEXT]

Do you have any other comments to report?

[FREE TEXT]

Date of Submission:

(All information submitted in this form is confidential and will be handled by the appropriate person in accordance with safeguarding policies and enforceable data protection regulations)

Contact Information:

[If the ASN has a Safeguarding contact/office/officer, please indicate the contact details below. If not, just delete this paragraph]

(Include contact phone numbers, email, and mailing address, as well as any available online submission options for added accessibility.)

APPENDIX 4. USEFUL RESOURCES

E-LEARNING COURSES

INTERNATIONAL SAFEGUARDS FOR CHILDREN IN SPORT SERIES OF ONLINE COURSES:

<https://www.open.edu/openlearncreate/course/index.php?categoryid=863>

IOC E-LEARNING ON SAFEGUARDING:

<https://www.olympics.com/athlete365/learning/safeguarding-athletes-from-harassment-and-abuse>

OC SEXUAL HARASSMENT & ABUSE VIDEO SERIES:

<https://olympics.com/athlete365/articles/safesport/sexual-harassment-and-abuse-in-sport>

- The Sexual Harassment and Abuse (SHA) tool has been developed for athletes, coaches and sports organisations.
- This educational series begins with an introductory video explaining the meaning of harassment and abuse in sport and continues with nine scenario-based videos presenting first-person experiences of different forms of harassment and abuse in sport.
- The final section of the tool highlights steps to be taken as an athlete, coach or sports organisation to help prevent cases of harassment and abuse as well as create a safe sporting environment for all.

DRAW THE LINE:

<https://drawtheline.olympics.com/#eyJ1c2VyX2lkjoib25kNEhKeTJCeTh2SlltVSJ9>

- Available in English, French, Spanish, and Russian.
- This e-learning is oriented toward younger athletes. They consist in interactive scenario-based learning. A certificate available upon completion.

GUIDELINES AND HELPLINES

IOC SAFE SPORT WEBSITE:

<https://www.olympics.com/ioc/safe-sport>

IOC TOOLKIT FOR IFS AND NOCS:

https://stillmed.olympics.com/media/Document%20Library/OlympicOrg/IOC/What-We-Do/Promote-Olympism/Women-And-Sport/Boxes%20CTA/IOC_Safeguarding_Toolkit_ENG_Screen_Full1.pdf

LIST OF NATIONAL CHILD HELPLINES:

<https://childhelplineinternational.org/helplines/>

ASNS SAFEGUARDING PROGRAMMES AND POLICIES

MOTORSPORT UK

<https://www.motorsportuk.org/the-sport/safeguarding/>

MOTORSPORT SOUTH AFRICA:

<https://www.motorsport.co.za/msa-safeguarding-policy/>

MOTORSPORT IRELAND:

<https://www.motorsportireland.com/parents>

RFEDA:

<https://www.rfeda.es/tufederacion/c/4/i/60904107/protocolo-para-la-prevencion-deteccion-y-actuacion-frente-al-acoso-y-abuso-sexual>

FIA DRIVEN BY RESPECT

FIA DRIVEN BY RESPECT PROGRAMME:

Driven By Respect

FIA SAFEGUARDING CONTACT:

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