**[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**

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.

1. **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.

1. **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.

1. **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**

1. **BREACH OF THE *SAFEGUARDING POLICY***

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

* 1. *Psychological abuse*;
  2. *Physical abuse*;
  3. *Sexual harassment*;
  4. *Sexual abuse*;
  5. *Neglect*;
  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*;
  7. Posing a risk of harm to the physical and/or mental welfare and/or safety of a *Covered Person*;
  8. Complicity by assisting, encouraging, aiding, abetting, conspiring to engage in or concealing any violation of the *Safeguarding* *Policy*;
  9. Retaliation in relation to actions, investigations or proceedings pursuant to the *Safeguarding* *Policy*;
  10. Failure to cooperate in relation to actions, investigation, or proceedings pursuant to the *Safeguarding* *Policy*.

1. **REPORTING**
   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.
  1. **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.

1. **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.

1. **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].

1. **PROVISIONAL MEASURES**

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

1. **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.

1. **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 *ASN*s.

1. **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 *ISC*.

***Covered Event*:** [ASN Name] sanctioned or organised competitions and meetings (i.e [ASN Name] General Assembly, [ASN Name] Prize-giving Ceremony, etc.).

***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:

1. Driver, meaning any driver or passenger (including navigator and co-driver), as defined in Article ‘Definitions’ of the *ISC*, who participate in Competitions;
2. 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;
3. Official, as defined under Appendix V of the ISC;
4. Staff member of the FIA or of any ASN, or of any member or affiliate organisation of any ASN(including any clubs, teams, associations or leagues);
5. 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 the FIA or any ASN, or of any member or affiliate organisation of any ASN(including any clubs, teams, associations or leagues), including without limitation, staff, consultants, agents and advisors;
6. Volunteers of the FIA or of any ASN, or of any member or affiliate organisation of any ASN(including any clubs, teams, associations or leagues);
7. 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:

1. ***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
2. ***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.
3. ***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.
4. ***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.
5. ***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 the FIA's official safeguarding page:*

<https://www.fia.com/driven-by-respect>