

# Common Goal Community

## Safeguarding Report-handling Mechanism

### Introduction

This mechanism document was developed by Common Goal’s Safeguarding Committee members in order to set safeguarding report-handling principles and mechanism. The mechanism document should be revised by the new members upon their appointment to the Safeguarding Committee or anytime deemed necessary.

Document initiated in September 2022

Next revision date due on: September 2024

Adoption made by Common Goal Safeguarding Committee members:

Eliud Akanga, Delroy Alexander, Natasha Bredekamp, Rose Gastler, Yianny Ioannou, Pavithra K.L., Liana Laubscher, Yair Rogelio Ruiz Cruz, Daniel Thomae, and Tìmea Turcsik.

Drafted by Nil Delahaye

### Content’s

<b>I- Scope and purpose</b> .....	3
<b>II- Principles</b> .....	3
<b>III- Definitions</b> .....	4
<b>IV- Reporting duty</b> .....	6
<b>1) Duty to report</b> .....	6
<b>2) Reporting channels and processing of information</b> .....	6
<b>V- Procedure</b> .....	6
<b>1) Case Type Assessment</b> .....	6
<b>2) Cases TYPE B process</b> .....	7
a. Choose a representative for the Committee in managing the case.....	7
b. Run a Level of Harm Assessment taking into consideration following criteria: .....	7
c. Information gathering.....	8
d. Identifying victim/survivor support, on the basis of local mapping of resources .....	8
<b>3) Support for case management</b> .....	9
<b>VI- Preventive and disciplinary measures</b> .....	9

**1) Suspension of an organisation from the Common Goal Community ..... 9**

**2) Termination of an organisation from the Common Goal Community..... 9**

**3) Public statement..... 10**

**4) Informing donors and partners ..... 10**

**VII- Conflict of interest..... 10**

**Glossary**

Common Goal Community	The Common Goal Community refers to a group of non-profit organisations worldwide working in the field of football for good who have taken the Common Goal Pledge and form together a self-governed network with the purpose of advancing good practice in the wider sector of development.
Common Goal Pledge	The Common Goal Community Pledge is a mandatory document signed by each organisation in order to become a member of the Common Goal Community that outlines 10 commitments aligning on common values, core principles, a quality standard and impact measurement.
Common Goal organisation	The Common Goal organisation (formerly known as streetfootballworld) is a legal entity registered as a non-profit in Germany that unites individuals, groups of individuals, companies or organisations who are committed to maximising football’s contribution to people and planet.
Safeguarding Committee	Composed by community members, the Safeguarding Committee is a constitutive part of the governance of the Common Goal Community. Its responsibilities are to: <ul style="list-style-type: none"> <li>- Advise on and review Safeguarding Policy and procedures for the Common Goal community that helps minimise risks to children, and includes clear procedures for responding to safeguarding concerns.</li> <li>- Define standards of behaviour that set a benchmark of what is acceptable for all, and help ensure community activities are carried out in a safe, positive, and encouraging atmosphere.</li> <li>- Provide essential information and support to those responsible for safeguarding children, including advising children and young people on where to access help.</li> <li>- Monitor safeguarding compliance and effectiveness to identify where improvements and adaptations are needed, or patterns of risk exist.</li> </ul>
Common Goal safeguarding staff	The Common Goal safeguarding staff is a team member of the Common Goal organisation who is responsible for leading on safeguarding related tasks and supporting the coordination of the Safeguarding Committee.

## I- Scope and purpose

As a collective of organisations, members of the Common Goal Community (here below referred to as “the Community”) shall abide by minimum standards of accountability towards the Community and the people we all exist to serve regarding the application of safeguarding measures within their organisation.

All Common Goal Community member organisations, including and foremost members of the Safeguarding Committee are equally required to abide by the obligations stated in this document.

The members of the Common Goal Safeguarding Committee are also responsible for the application of this mechanism in the handling of reports, with the assistance of Common Goal organisation safeguarding staff.

This document aims at:

- Establishing the minimum standard of reporting obligations that all organisations are requested to provide to Common Goal’s Safeguarding Committee
- Provide a roadmap to guide Safeguarding Committee members in handling safeguarding reports
- Defining disciplinary measures and when these should be applied
- Establishing the level of responsibility of Common Goal towards its members in response to safeguarding issues

This document complements Common Goal’s other mechanisms around safeguarding such as the Common Goal Safeguarding Policy, the Common Goal Pledge, the Common Goal Community Governance Manual, and the Common Goal Safeguarding Standards on Cooperations Policy.

## II- Principles

The members of the Safeguarding Committee act according to the following principles:

- Responsibility to:
  - Act according to the guiding principles of Common Goal, as described in the Community Pledge;
  - Uphold the United Nations Convention on the Rights of the Child;
  - Align with International Safeguards for Children in Sport; and
  - Maintain the highest standards of good governance, honesty, integrity and accountability.
- Diversity, Equity and Inclusion:
  - Commit to active, intentional, and ongoing efforts to foster a culture of diversity, equity and inclusion;
  - Welcome people of different genders, sexual orientations, abilities, ethnicities, cultures, religions, ages, and backgrounds;
  - Make every effort to proactively counteract sexism, sexist exploitation and oppression; and
  - Encourage full inclusion and equitable participation of all people.
- Partnership:

- Recognise that everyone has a vital role to play on our global team, regardless of who they are and where they are from; and
- Demonstrate collaborative leadership and initiate collective action.
- Confidentiality:
  - Ensure that the handling of any personal data of anyone involved in safeguarding processes is done so with the highest standards of confidentiality; and
  - Ensure that all information related to safeguarding processes is kept safe, and only shared as needed to duly authorised persons, and where relevant, with consent of the concerned parties.
- Survivor-centred:
  - Prioritise survivors' best interests over those of the organisation;
  - Ensure that processes are informed by victim and survivor feedback and that their wellbeing is prioritised; and
  - Ensure that access to specialist guidance, financial and other resources are available for robust investigations and victim and survivor care.
- Independence: Act independently of donors' and sponsors' expectations, of organisations' involvement in the Community, and of personal relations.

## III-Definitions

All members of the Common Goal Community, staff, coaches, volunteers, Board members and donors agree with the following definitions:

**Child/Young person:** “a child means every human being below the age of 18 years (...)” (Source: ICRC)

**Adults at risk:** An adult at risk of abuse can be anyone over the age of eighteen, including beneficiaries, coaches, staff or volunteers. Whilst personal characteristics may make an individual more vulnerable i.e. disability and communication difficulties, it is the situation around an individual which may increase risk or place them at potential risk of harm. It is therefore vital to be open to the possibility that any adult may be at risk and that this can be temporary or on-going depending on the support and protective factors around them. (Source: NSPCC)

**Safeguarding:** Safeguarding is all the measures to protect the health, well-being and human rights of individuals, which allow people—especially children, young people and adults at risk—to live free from abuse, harm and neglect.

**Child abuse:** All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power. (source: WHO)

**Physical Abuse:** Physical abuse of children or young people occurs when an adult (parent, caregiver, guardian, teacher, coach) or another child or young person commits an act that results in physical injuries towards a child or young person, whether intentional or unintentional. These can be, for example red marks, cuts, welts, bruises, muscle sprains, or broken bones.

**Emotional Abuse:** Emotional abuse refers to behaviours that convey to people that they are worthless, flawed, unloved, unwanted, endangered, or of value only in meeting another person's needs. It harms a person's self-worth and self-esteem or emotional well-being.

**Sexual Exploitation:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. Includes profiting momentarily, socially, or politically from sexual exploitation of another. Under UN regulations it includes transactional sex, solicitation of transactional sex and exploitative relationship. This happens when, for example, a programme participant is requested or made feel as if expected services (sexual and work) in exchange of access to programs.

**Sexual Abuse:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. It should cover sexual assault (attempted rape, kissing / touching, forcing someone to perform oral sex / touching) as well as rape. Under UN regulations, all sexual activity with someone under the age of 18 is considered to be sexual abuse.

**Sexual Harassment:** A continuum of unacceptable and unwelcome behaviours and practices of a sexual nature that may include, but are not limited to, sexual suggestions or demands, requests for sexual favours and sexual, verbal or physical conduct or gestures, that are or might reasonably be perceived as offensive or humiliating.

**Neglect:** 'Neglect' means negligent treatment or maltreatment of a child or young person, including the failure to provide adequate food, clothing, shelter, education, medical treatment, or supervision. There is a significant correlation between neglect and poverty.

**Online Abuse:** Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online.

**Online sexual solicitation and grooming:** Using information and communication technology to build a relationship, trust and/or emotional connection in order to manipulate, exploit and sexually abuse them.

**Live-streaming sexual abuse of children:** Using online video applications to view or share live video of children being sexually abused.

**Production or sharing of sexual abuse images of children:** Producing and/or sharing content showing nude or partially clothed children, children sexually posing or images depicting children engaging in both penetrative and non-penetrative sexual activity.

**Sharing of sexual images without consent and sexual extortion:** Transmission or exchange of sexual content (i.e. images, videos or messages) obtained via coercion or pressure or used without consent, sometimes to extort money or sexual favours.

**Cyber bullying:** Repetitive aggression, hostility and other attempts to cause harm in online communications such as threats, distributing defamatory information, hate speech, including homophobic, racist and sexist content mostly perpetrated by peers.

**Discrimination:** Discrimination is the unfair or prejudicial treatment of people and groups based on characteristics such as race, gender, age, or sexual orientation. (Source: American Psychological Association)

## IV- Reporting duty

### 1) Duty to report

All organisations are expected to fulfil any and all legal and contractual obligations in reporting to the relevant authorities and seeking support for those involved from social and psychological services and institutions locally and internationally in the event of an incident happening within the implementation of activities of the organisation. In addition, all organisations have the responsibility to act according to the following:

Accountability:

All stakeholders have the obligation to inform Common Goal organisation through the provided channels of all safeguarding cases, or allegations of serious harm that could compromise the credibility and feeling of trust about the entire sport for development sector as well as Common Goal Community. Organisations should not wait for the case's veracity to be confirmed or an investigation to take place.

Speaking Up:

Organisations that are made aware of allegations or concerns of wrongdoing at another member organisation that represent serious harm and that could compromise the credibility and reputation of other members of the Common Goal Community, have the duty to inform Common Goal through the Safeguarding Committee or the report a concern form on the Common Goal website. Where this is reported as a whistle-blowing incident, the whistle-blower's confidentiality is protected, and any type of retaliation will also be considered as a wrongdoing.

### 2) Reporting channels and processing of information

Common Goal organisation avails different channels of reporting for individuals and organisations:

- Through an online form located on the website of Common Goal – the data collected through the form is stored on the interface that serves as a repository for Safeguarding Committee members and is only accessible by those members as well as a limited number of staff at Common Goal.
- Through contacting directly one or several of the Safeguarding Committee via email or by phone.
- Through contacting the safeguarding staff at Common Goal organisation, this person will then relate the information to the Safeguarding Committee within the 24 hours following contact.
- Through contacting any staff at Common Goal organisation, within 24 hours this person will then relate the information to the safeguarding staff at Common Goal organisation who will in turn relate the information to the Safeguarding Committee within 24 hours.

All information, recordings, communications and personal data gathered in reports and throughout the steps of the procedure is stored and protected in accordance with the General Data Protection Regulation (GDPR) and with Common Goal's Privacy Policy (<https://www.common-goal.org/Privacy>).

## V- Procedure

### 1) Case Type Assessment

When the Common Goal Safeguarding Committee receives information about a safeguarding or other ethical concern, the Committee members gather in a meeting within a week time from when they have been informed and analyse the information at hand in order to assess the type of case. At anytime during the process, the Safeguarding Committee can decide to change the type of the case.

#### TYPE A

- if there is **no apparent complication around case management** within the concerned organisation, the common and most likely general rule applies:
  - the Safeguarding Committee proposes its support for the concerned organisation to run its independent investigation. Organisations can seek advice and request tools and templates to be used for case management from Safeguarding Committee members. The Safeguarding Committee can also request being updated on the case management procedures.

Or,

#### TYPE B

- if there is an assessed level of **complication around the independent management of the case**, when the concerned organisation's alleged perpetrator of the alleged wrongdoing is also:
  - The primary contact person for Common Goal
  - Has decision making power within the concerned organisation
  - Has any role related with safeguarding within the concerned organisation or within Common Goal Community
  - The organisation is denying the allegations without prior investigation, showing that internal safeguarding mechanisms are not functioning
- And if
  - Other contact at the organisation is a relative, family member, or somehow legally bounded to the alleged perpetrator
  - There is any substantial reason for Common Goal to think the organisation's handling of the case cannot be trusted

## **2) Cases TYPE B process**

The following applies only to TYPE B cases:

- a. Choose a representative for the Committee in managing the case

The Safeguarding Committee chooses a representative who will be making sure of the correct implementation and personally following all the steps related to the case management, advise the safeguarding staff and other involved Common Goal staff, and take minor decisions regarding the implementation of the steps. The representative is also responsible for providing updates to the rest of Committee members on important information as well as polling votes or seeking consensus when applicable for important decisions. The representative should bear in mind that all communications are made on behalf of all Committee members. The representative should not have any form of conflict of interest with the organisation concerned.

- b. Run a Level of Harm Assessment taking into consideration following criteria:
  - Nature of the (alleged) harm

- Damage caused to survivor(s) and support they may need
- Potential threat to others
- Identity and position (if from inside the organisation) of the (alleged) perpetrator
- Potential damage to the credibility or feeling of trust about the Sport for Development sector
- Capacity of the organisation to deal with the case

c. Information gathering

In order for the Safeguarding Committee to take decisions concerning the case, the safeguarding staff under the supervision of the representative of the Committee proceed to an information gathering. What is hereby meant by information gathering is to implement interviews with alleged victims and other parties who might be in possession of information concerning the case. This information gathering does not constitute an investigation. The Safeguarding Committee neither Common Goal organisation does not have the authority nor the pretention to lead formal investigations.

Under the supervision of the representative and on behalf of the Safeguarding Committee, the safeguarding staff might:

- Speak with alleged victims
- Speak with local authorities
- Speak with formal bodies entitled to investigate cases
- Make a media monitoring
- Asking the concerned organisation to provide an updated explanation on steps taken for case management, and conclusions of the independent investigation if one has been done

The aim of the information gathering is to let Safeguarding Committee members understand if an organisation is meeting expectations of Common Goal standards.

The information gathered is shared only among Safeguarding Committee members. Furthermore, the information gathered might also be shared with institutions that can help support alleged victims or upon request from authorities.

Consent of interlocutors should be sought regarding actions taken about the sharing of information provided by those individuals.

d. Identifying victim/survivor support, on the basis of local mapping of resources

When requested by alleged victims, and when the Safeguarding Committee thinks it is necessary, Common Goal might communicate with external parties in order to seek support. Possible sources of support include:

- Regional members of the International Safeguards for Children in Sport initiative
- Local children's rights agencies and organisations
- Local football associations and clubs
- FIFA
- Common Goal member organisations geographically close
- Other sport and sport for development networks involved in the region



### 3) Support for case management

In both TYPE A and TYPE B cases, the Safeguarding Committee might offer the concerned organisation the necessary support to manage the case. For example, an organisational safeguarding review can be provided. Again, the aim of the review is not to make an investigation but to understand the safeguarding related needs and lacunes of the concerned organisation, in order to help them rebuild safer environments for their participants.

Thus, evaluating the capacity of the organisation to handle the case may result in Common Goal considering allocating staff time and funds in order to support with the Organisational Safeguarding Review: Organisational safeguarding review is done through hiring an external expert in order to (co)organise the review of the concerned organisation's safeguarding policies and procedures, reaching out to program participants and evaluate the safeguarding culture among beneficiaries.

The Representative of the Committee is responsible for supervising the Review process. At the end of the process, recommendations are set out to the concerned organisation which is expected to implement them and report back to the Safeguarding Committee.

## VI- Preventive and disciplinary measures

For TYPE B cases:

### 1) Suspension of an organisation from the Common Goal Community

As a preventive measure, until the review process has been finalized, the Safeguarding Committee is likely to suspend an organisation's membership in the Community. The suspension of an organisation means: 1) blocking its access to Community platforms, 2) deleting its name from list of Community members and from external communications, 3) freezing grants it is receiving

For TYPE A and TYPE B cases:

### 2) Termination of an organisation from the Common Goal Community

The Safeguarding Committee has the power to terminate the membership of a Community member if the conclusions of the process reveals gross malpractice.

Examples of these can be but are not limited to when the concerned organisation:

- Fails to report a serious case to Common Goal
- Refuses to implement any recommended good practice or to cooperate with a Common Goal review
- Fails to manage a serious incident in a way that places the interests of the organisation or individuals within it over that of the victims or survivors

Strict consensus should be sought for in the case of the termination of an organisation among all members of the Safeguarding Committee. Members who do not join the decision meeting and did not provide their opinion are kept out of the consensus seeking process. The Safeguarding Committee is

not obligated to provide reasons for terminating an organisation to the concerned terminated organisation.

### **3) Public statement**

According to the Level of Harm Assessment and on the basis that the organisation refuses to implement good safeguarding practice or comply with the process, Common Goal may decide to publicly dissociate itself from the concerned entity. This is done through, but not limited with;

- posting an update for all members of the Common Goal Community
- making a statement on Common Goal website
- sharing a statement via social media channels

### **4) Informing donors and partners**

Common Goal is liable to similar accountability obligations towards Common Goal community members, donors, sponsors and project partners who directly or indirectly are impacted in terms of reputation or otherwise by the (alleged) wrongdoing of an organisation and of Common Goal itself.

## **VII- Conflict of interest**

When the below defined situations apply, the concerned Committee member should let other members know about the details of the conflict of interest based by providing clear information about the exact nature of relations with the concerned organisation and/or concerned individuals. The following situations apply to Conflict of Interest:

- o When the organisation represented by a Committee member has a contractual relation with the concerned organisation
- o When a Committee member has personally a contractual relation with the concerned organisation
- o When a Committee member has a contractual relation with the alleged perpetrator
- o When a Committee member has a friendship or family relation with the alleged perpetrator
- o On any other basis a Committee member would think they should let other members know of.

In those cases, the Committee member may decide or be requested by other members to recuse themselves from the process.

Similarly, this applies to Common Goal organisation, in which case the Safeguarding Committee may ask the safeguarding staff to recuse themselves from the process.