Common Goal
Safeguarding Policy

Version 1.2

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Contact: safeguarding@common-goal.org

☷. COMMON GOAL

1. Introduction

1.1 Purpose

The Common Goal Safeguarding Policy provides a comprehensive framework to ensure safe, respectful, and inclusive environments for everyone involved in our work. This policy supports a holistic approach to safeguarding by addressing both the needs of the Common Goal community—particularly, where member organisations engage directly with children and vulnerable populations—and the internal processes essential to maintaining a safe, compliant workplace for staff and affiliates. Across all settings, our approach is structured to uphold joint principles related to:

- Safeguarding children and vulnerable adults
- Addressing sexual harassment and abuse in the workplace
- Promoting diversity, equity, and inclusion (DEI)

This framework ensures that guidelines and processes are tailored to the organisational environment to guarantee the safety, well-being, fair treatment, and full participation of all individuals (including participants, staff, volunteers) involved in the delivery of services directly provided, commissioned, or promoted by Common Goal.

1.2 Scope

The policy applies to individuals associated with Common Goal, including both paid and unpaid staff (including volunteers), contractors, and individuals affiliated to member organisations within the Common Goal community. It also extends to external events commissioned by Common Goal and online activities related to

the provided and commissioned activities. Partner organisations that are not members of the Community are not expected to adopt this policy.

The scope is structured to reflect the varied nature of our work and the legal and ethical considerations unique to each group:

Internal Safeguarding: The internal safeguarding processes within Common Goal align with workplace safety and legal standards, addressing risks pertinent to our staff and volunteers who are seldom in direct contact with vulnerable groups. The policy promotes a respectful, inclusive, and compliant environment, with clear reporting pathways and adherence to our organisational Code of Conduct.

Community-focused Safeguarding: This policy provides principles and procedural guidance for all member organisations, particularly those working directly with vulnerable groups, including children. Member organisations are expected to adopt these safeguarding standards, implement reporting mechanisms, and ensure a safe environment in all interactions related to Common Goal's mission. Partner organisations that are not members of the Community are not expected to adopt these standards.

1.3 Overview of Documents and Intended Audience ("Cockpit")

Audience	Document	Purpose	Key Components	Applicability
General	Safeguarding Policy	Establish a comprehensive safeguarding framework for Common Goal and the Community	Policy framework, principles, definitions, roles and responsibilities	Ensures safe environments; outlines safeguarding roles and responsibilities
Staff	Staff Code of Conduct	Define expected behaviour and ethical standards for staff to maintain a safe, respectful work environment.	Professional behaviour standards, ethical conduct, respect and inclusivity, boundaries, consequences for breaches	Sets behavioural expectations and outlines disciplinary measures for staff

	Staff Reporting and Case Mgmt. Procedure	Provide a structured approach for staff to report safeguarding concerns and manage cases.	Reporting procedures, case management steps, confidentiality, response timelines, roles in investigations, and support for reporters	Guides staff in reporting and managing safeguarding cases
	Risk Management Procedure	Identify, assess, and mitigate risks to protect Common Goal.	Risk identification, assessment criteria, mitigation strategies, monitoring and review protocols	Establishes a framework to manage and mitigate safeguarding risks
Community	Community Code of Conduct	Promote a culture of respect, inclusivity, and accountability among all community members.	Professional behaviour standards, ethical conduct, respect and inclusivity, boundaries, duty to report	Ensures a safe, inclusive community and provides guidance on respectful conduct
	Community Reporting and Case Mgmt. Procedure	Facilitate safe and accessible reporting of serious allegations for member organisations while	Reporting procedures for community members, case management and investigation steps,	Provides a clear, supportive process for reporting and managing serious

		ensuring confidentiality.	confidentiality guidelines	safeguarding cases
	Expert Group on Safeguarding - Mandate	Establish a collaborative framework for safeguarding experts to share knowledge and resources.	Objectives, roles and responsibilities, meeting structure, resource allocation	Defines group's purpose and operating structure for safeguarding expertise sharing

1.3 Terminology/Definitions

A glossary of relevant terminology and definitions can be found in Annex 1.

2. Guiding Principles

The following guiding principles for an integrated safeguarding framework that encompasses safeguarding children and vulnerable adults, addressing sexual harassment and abuse in the workplace, and promoting DEI are essential to ensure comprehensive protection and a supportive organisational environment:

Safety and Well-being: Prioritise the safety, well-being, and dignity of all individuals, including children, vulnerable adults, employees, and other affiliated stakeholders, in all aspects of organisational operations.

Zero Tolerance: Maintain a zero-tolerance policy towards abuse, harassment, discrimination, and exploitation in any form, ensuring robust measures to prevent and address allegations and concerns promptly and effectively.

Proactive Prevention: Implement proactive measures to prevent abuse, harassment, and discrimination through clear policies, training programs, and awareness campaigns tailored to diverse audiences.

Inclusive Culture: Foster an inclusive culture that values diversity, respects differences, and promotes equity and inclusion for all individuals, including those from marginalised or underrepresented groups.

Empowerment and Participation: Empower individuals to participate actively in safeguarding efforts, promoting their agency in reporting concerns and shaping policies that affect them.

Accountability and Transparency: Establish clear accountability mechanisms for all levels of the organisation, ensuring transparency in decision-making processes related to safeguarding and DEI.

Continuous Learning and Improvement: Commit to ongoing learning and improvement through regular reviews of policies, procedures, and tools/practices based on feedback, emerging risks, and best practices.

Collaborative Partnerships: Collaborate with external partners, community organisations, and stakeholders to strengthen safeguarding efforts and promote collective responsibility for creating safe environments.

Respect for Rights and Privacy: Uphold individuals' rights to privacy and confidentiality while balancing the need for transparency and accountability in safeguarding processes.

Child and Vulnerable Adult-Centred Approach: Ensure that all safeguarding efforts prioritise the best interests of children and vulnerable adults, considering their unique needs, vulnerabilities, and capacities.
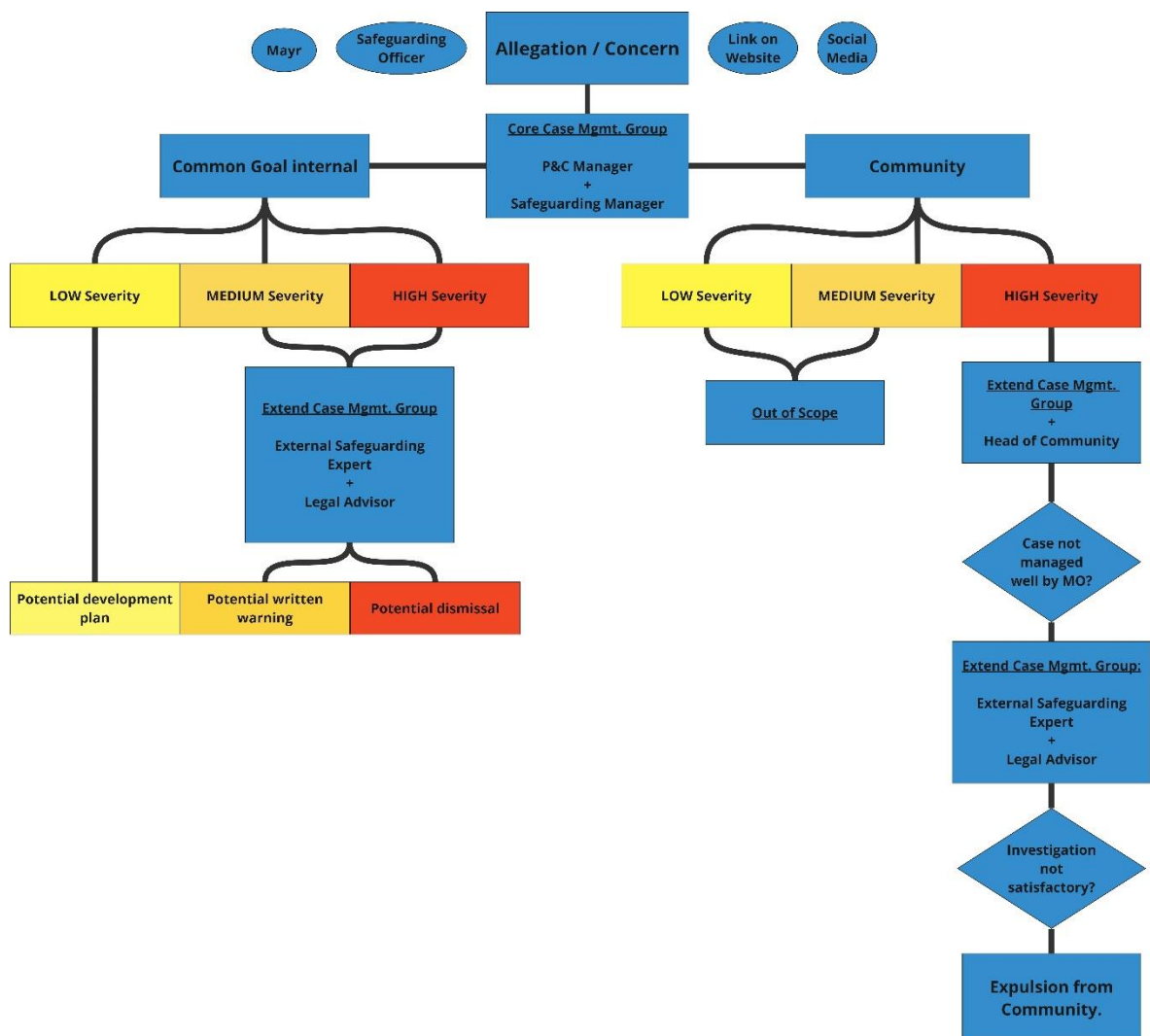
Trauma sensitive approach: Prioritise the well-being of all parties during case management and provide internal & external support where needed and wanted.

These guiding principles form the foundation for an integrated safeguarding framework that not only protects individuals but also promotes a culture of respect, equity, and inclusivity within the organisation and its community.

3. Simplified Case Management Overview

The following graphic provides a simplified overview of the case management process. A more detailed description can be found in the relevant procedures for case management within Common Goal (staff) and case management within the Community (Member Organisations):

- Staff Reporting and Case Mgmt. Procedure
- Community Reporting and Case Mgmt. Procedure

The flowchart includes the following elements:
- **Allegation / Concern** (with inputs: Mayr, Safeguarding Officer, Link on Website, Social Media)
- **Core Case Mgmt. Group**: P&C Manager + Safeguarding Manager
- **Common Goal internal** branch:
  - LOW Severity → Potential development plan
  - MEDIUM Severity / HIGH Severity → Extend Case Mgmt. Group (External Safeguarding Expert + Legal Advisor) → Potential written warning / Potential dismissal
- **Community** branch:
  - LOW Severity / MEDIUM Severity → Out of Scope
  - HIGH Severity → Extend Case Mgmt. Group + Head of Community → Case not managed well by MO? → Extend Case Mgmt. Group: External Safeguarding Expert + Legal Advisor → Investigation not satisfactory? → Expulsion from Community.

4. Roles and Responsibilities

The key roles and responsibilities for the topic of safeguarding are as follows:

Common Goal Senior Safeguarding Manager:

- Co-Leads the development, review, and implementation of Common Goal's Safeguarding Framework ensuring policy, procedures, and tools align with best practices, and organisational values.
- Serves as the Common Goal focal point for safeguarding related inquiries and communications within the Common Goal Community.
- Oversees content alignment with Common Goal Member Assessment Process.
- Serves as the Common Goal focal point (/ facilitator of case management group) in case of allegations or concerns against a Common Goal Member Organisation.

- Collaborates with other departments, external partners, and stakeholders to promote an integrated and cohesive approach to safeguarding.

People & Culture Lead:

- Co-Leads the development, review, and implementation of Common Goal's Safeguarding Framework ensuring policy, procedures, and tools align with best practices, and organisational values.
- Distributes Framework to all relevant stakeholders.
- Serves as the Common Goal focal point for safeguarding related inquiries and communications within Common Goal.
- Organises (and facilitates) training sessions on safeguarding policy, procedures, and tools for relevant staff, and volunteers.
- Conducts risk assessments to identify potential safeguarding risks and vulnerabilities within the organisation.
- Monitors allegation / concern intake points within Common Goal.
- Serves as the focal point (/ facilitator of case management group) to manage cases of allegations or concerns against a staff member, volunteer, or other affiliated stakeholders.
- Collaborates with other departments, external partners, and stakeholders to promote an integrated and cohesive approach to safeguarding.
- Ensures adequate support is provided to identified individuals in need (during case management).

Safeguarding Committee:

- Designs and reviews a library of relevant documents and tools for the Community.
- Designs / compiles and reviews (online) training opportunities e.g., courses, certification programs, workshops, webinars, and seminars.
- Facilitates and evocates exchange / feedback on the topic of safeguarding within the Community via a dedicated platform and/or e.g., innovation challenges or hackathons on the topic.
- Mentors Member Organisations that performed sub-par in the Accreditation Process.
- Acts as a Sounding Board for Common Goal for safeguarding related issues and risks, including the management of reputational risk due to allegations or concerns against a fellow Member Organisation.

Head of People:

- Facilitates and fosters resource allocation and general visibility of the topic of safeguarding.

- Supports case management as member of the extended Case Management Group.
- Keeps a holistic view of safeguarding needs within the organisation.

Internal Staff:

- Adhere to safeguarding framework, especially the Code of Conduct.
- Participate in safeguarding related training.
- Report any concerns or disclosures of abuse or neglect according to the established pathways whilst maintaining confidentiality as required.
- Identify and report potential risks / issues and suggest measures to mitigate them.

Member Organisations:

- Adhere to Community Code of Conduct.
- Promptly report any ongoing investigations into serious allegations to Common Goal (safeguarding Manager) whilst maintaining confidentiality as required.
- Regularly update Common Goal Safeguarding Manager on investigation status including responses taken and measures designed to prevent similar cases in the future.

Further Partner Organisations:

- All organisations that sign a Common Goal Partnership Agreement also sign a paragraph on Safeguarding.

5. Data Protection and Privacy

Data Privacy Commitment: All safeguarding-related information will be handled in compliance with applicable data protection laws, including GDPR, ensuring strict confidentiality.

Data Usage: Safeguarding data will be collected and used solely for safeguarding and welfare purposes. It will not be shared externally except when legally required or necessary for the protection of individuals.

Data Retention: Safeguarding records will be securely stored and retained only as long as necessary for safeguarding purposes. Once no longer required, data will be anonymised or securely deleted in line with data protection regulations.

Annex 1 - Terminology/Definitions

Safeguarding Children and Vulnerable Adults: The process of protecting children and vulnerable adults from harm, abuse, neglect, and exploitation. It involves implementing this policy, procedures, and practices to

ensure their safety, well-being, and development, and establishing clear mechanisms for reporting and addressing concerns.

Children: Individuals under the age of 18.

Vulnerable Adults: Adults who may be at risk of harm or exploitation due to their age, disability, illness, or other factors that may affect their ability to protect themselves or make informed decisions.

Sexual Harassment in the Workplace: Unwanted and inappropriate behaviour of a sexual nature that creates a hostile, intimidating, or offensive work environment. This includes unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that affects an individual's employment, work performance, or well-being.

Abuse in the Workplace: Any behaviour or action that intentionally or unintentionally harms, intimidates, or exploits employees. This can include physical, emotional, verbal, or psychological mistreatment, as well as sexual harassment (see above), bullying, and other forms of inappropriate conduct that create a hostile or unsafe working environment.

Diversity: The presence of differences in characteristics, backgrounds, and identities among individuals within a specific group or organisation. These differences can include but are not limited to race, ethnicity, gender, age, sexual orientation, disability, socioeconomic status, and cultural background.

Equity: The fair treatment, access, opportunity, and advancement for all individuals, while striving to identify and eliminate barriers that have historically prevented the full participation of some groups. Equity acknowledges that different individuals may require different levels of support to achieve equitable outcomes.

Inclusion: The practice of creating an environment in which any individual or group can be and feel welcomed, respected, supported, and valued. It involves fostering a culture that actively seeks and celebrates diversity, where all individuals can contribute fully and effectively to organisational success and community well-being.

Physical abuse: Deliberately physically hurting someone. Includes any punishment, in which physical force is used and intended to cause some degree of pain or discomfort, however light. It mainly involves hitting ("smacking," "slapping") children with the hand or with an implement – a whip, stick, belt, shoe, wooden spoon, etc. But it can also involve, for example, punching, kicking, shaking, throwing, scratching, pinching, biting, or burning them or breaking their bones.

Psychological abuse: Persistent emotional maltreatment. It is also sometimes called emotional abuse. Psychological abuse may involve deliberately telling someone that they are worthless, or unloved and inadequate. It may include not giving someone opportunities to express their views, deliberately silencing them, or "making fun" of what they say or how they communicate. Emotional abuse often occurs as a pattern

of deliberate, prolonged, repeated non-physical behaviour within a power-differentiated relationship. Emotional abuse may involve bullying – including online bullying through social networks, online games, or mobile phones.

Bullying (or cyberbullying if conducted online): Unwanted, repeated, and intentional, aggressive behaviour usually among peers. It can involve a real or perceived power imbalance. It can include actions such as making threats, spreading rumours or falsehoods, embarrassing someone or attacking someone physically or verbally and deliberately excluding someone.

Neglect: The failure to provide for basic needs when those responsible for their care have the means, knowledge and access to services to do so, whether it be adequate food, clothing, hygiene, supervision or shelter, that is likely to result in the serious impairment of someone's health or development. It also includes failure to protect someone from exposure to danger.

Sexual abuse: The inducement or coercion of someone to engage in any unlawful sexual activity. Regarding children it occurs when adults exploit children sexually for their own gratification. It may involve physical contact, such as assault by penetration (for example, rape) or nonpenetrative acts, such as kissing, rubbing, and touching children's private body parts. Sexual abuse does not necessarily involve contact; examples include involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse by gaining their trust (including via social media). In most cases, the perpetrator is a person the child knows and trusts with sexual abuse often perpetrated in isolated, one-on-one situations.

Sexual harassment: A continuum of unacceptable and unwelcome behaviour 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, which are or might be perceived as offensive or humiliating.

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. Harassment may be deliberate, unsolicited, and coercive. 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.

Peer abuse: Describes incidents when someone is exploited, bullied, cyber-bullied and/or harmed by another person or group of similar age.

The means and methods by which harassment and abuse are carried out include - contact, non-contact, verbal and via electronic communications. It may involve deliberate acts as well as failure to act and omissions or may take different forms including grooming, trafficking, financial abuse or hazing which are defined as follows:

Grooming: A person builds a relationship, trust and emotional connection with someone so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked. Anybody can be a groomer, no matter their age, gender, or race. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - a family member, friend or professional.

Trafficking: People, usually women or children, are recruited, moved, or transported and then exploited, forced to work, or sold. They are often moved away from their homes and forced to work in the sex trade. Trafficking through sport is common and is usually associated with financial abuse.

Financial Abuse: The misappropriation of financial resources or abusive use of financial control, in the context of a relationship where there is an expectation of trust. Adults at risk, families living in poverty, women in unequal relationships and older persons can be at risk of financial abuse. In sport families are often financially exploited by rogue agents promising a sporting career overseas for their children.

Hazing: Known to occur in many different types of social groups, including sports teams as a way of initiating a new person when they join the group or want to be socially accepted by their peers. This may involve harmful or humiliating actions that can lead to physical, sexual, or psychological harm.

Poor Practice: Behaviour or in-action which may not always be immediately harmful, but which falls below expected standards and needs to be addressed. Acts of harassment and abuse are more likely to occur in sporting environments where poor practice exists and where harmful behaviour is not challenged. Poor practice may lead to suspicions about an individual's motivation, even where no harm is intended, such as being alone with a child or excessive or inappropriate touching. Poor practice can lead to a sporting environment that enables harassment and abuse to occur. Poor practice should always be addressed to ensure participants in sport can continue to enjoy a safe, inclusive, and positive experience.

Common Goal Member Organisation: A Common Goal Member Organisation is a socially driven entity dedicated to using football to create positive change. It is formally part of the Common Goal Community and aligns with Common Goal's mission. Member Organisations contribute to community objectives and gain access to collaboration opportunities and shared resources based on their strengths within the Community.