

Concept for Safeguarding Officers



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Concept for Safeguarding Officers at SCA Events

Swiss Cheer Association (SCA)

1. Purpose

This safeguarding concept aims to ensure that all participants—especially children and young people—can take part in the championship in a **safe, respectful, and supportive environment**, free from abuse, harassment, discrimination, neglect, or exploitation.

2. Core Principles

- **Child and athlete welfare first**
- **Zero tolerance** for abuse, harassment, bullying, discrimination, or exploitation
- **Respect, dignity, and inclusion** for everyone
- **Clear responsibility and accountability**
- **Prompt, fair, and confidential handling** of concerns

3. Risk Assessment

It is of utmost importance that all safeguarding officers at events are trained in the typical risks of a cheerleading championship. They can include:

- Inappropriate physical contact or boundary violations
- Verbal or psychological abuse (shouting, humiliation, bullying)
- Sexual harassment or abuse
- Unsafe training/competition practices
- Poor supervision of minors
- Discrimination or exclusion
- Unsafe changing areas or backstage zones
- Online or media misuse (unauthorised photos/videos of minors)

A brief written risk assessment should be completed for:

- Warm-up areas
- Changing rooms
- Backstage access
- Athlete flow and supervision
- Medical and first aid areas

4. Roles and Responsibilities

All participants need to be informed about the code of conduct and the athlete protection code.

Safeguarding Responsible (Christi Manson)

- Ideally a member of the ethics committee of the SCA
- Clearly identifiable on-site -> blue vest
- Receives and manages safeguarding concerns
- Coordinates response and documentation
- Liaises with event director, medical staff, and authorities if needed

Safeguarding Officer

- Appointed by the SCA
- Clearly identifiable on-site -> blue vest
- Is visible within the event venue
 - Backstage
 - Warm-up
 - Spectator area
 - Medical bay
- Receives safeguarding concerns and forwards them to the Safeguarding Responsible if they cannot be solved on sight

Event Director / Organising Committee (Robin-Ann Weber)

- Ensures safeguarding measures are implemented
- Ensures staff and volunteers are briefed
- Supports the Safeguarding Responsible in decision-making

7. Reporting and Responding to Concerns

How to Report

Concerns can be reported:

- In person to the Safeguarding Officer
- To the Event Director or a designated staff member
- Via the safeguarding posters (phone number or forms)

What Can Be Reported

- Abuse or suspected abuse

- Harassment or bullying
- Unsafe practices
- Boundary violations
- Any behaviour that makes someone feel unsafe

Response Procedure

1. **Listen and take the concern seriously**
2. **Ensure immediate safety** of the person at risk
3. **Record the information** (who, what, when, where)
4. **Inform the Safeguarding Officer / Safeguarding Responsible immediately**
5. **Decide next steps:**
 - Internal action (e.g., remove accreditation)
 - Medical support
 - Contact parents/guardians (for minors)
 - Contact authorities if required
6. **Maintain confidentiality** – only share on a need-to-know basis

10. Training and Briefing

Before the event:

- All staff and volunteers receive a short safeguarding briefing
- Key points: Code of Conduct, how to report concerns, who the Safeguarding Officer is
- Coaches are informed of expectations and procedures

11. Communication

- Safeguarding rules are published in:
 - Event information pack
 - Accreditation materials
 - On-site posters
 - In front to the audience throughout the day
- The Safeguarding Officer's name and contact method are clearly displayed

12. Data Protection and Confidentiality

- All safeguarding reports are handled confidentially
- Information is only shared with those who need to know
- Records are stored securely by the Safeguarding Responsible according to applicable Swiss data protection rules (Ethics Committee Drive)

14. Review and Improvement

After the event:

- Review any incidents or concerns
- Identify lessons learned
- Update the safeguarding concept for future events