SAFEGUARDING POLICY AND PROCEDURES

Figure & Speed Skating Association of Thailand (FSAT)

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Purpose and Commitment

The Figure & Speed Skating Association of Thailand (FSAT) is committed to providing a safe, respectful, inclusive, and supportive sporting environment in which every athlete can participate, develop, train, and compete free from abuse, harassment, exploitation, neglect, bullying, discrimination, and other forms of harm.

Safeguarding is a shared responsibility. The safety, dignity, rights, wellbeing, and best interests of athletes, especially children and young people, must be considered in decisions and activities undertaken under FSAT's authority.

FSAT will take safeguarding concerns seriously and respond promptly and appropriately. Individuals in positions of authority must report concerns through the established channels; they must not attempt to investigate allegations themselves or decide whether an allegation is true unless they have been formally authorised to do so under an appropriate process.

FSAT will seek to prevent harm through clear conduct standards, education, safe event planning, appropriate supervision, accessible reporting routes, and fair procedures. Where a concern is outside FSAT's authority, FSAT will take reasonable steps to refer it to the relevant organisation or competent authority.

A person who raises a concern in good faith must not be penalised, threatened, or treated adversely for doing so. Deliberate retaliation, intimidation, or interference with a safeguarding process is prohibited.

Scope of Application

This Policy and Procedures apply to all individuals involved in FSAT, or participating in an event, activity, programme, or service organised, hosted, sanctioned, selected, or administered by FSAT. This includes, but is not limited to:

- FSAT Board members, committee members, employees, consultants, and appointed representatives
- Athletes and prospective athletes, including children and adults
- Coaches, assistant coaches, team leaders, team managers, chaperones, and other members of an athlete's entourage
- Event officials, medical personnel, and other appointed personnel
- Event organising committees, volunteers, contractors, venue personnel acting on behalf of FSAT, and event staff
- Representatives and members of affiliated clubs or organisations when participating in FSAT activities
- Any other person whose conduct falls within FSAT's authority or is connected with an FSAT activity

The Policy applies to conduct at ice rinks, training facilities, competitions, training camps, seminars, workshops, selection trials, level tests, team activities, travel and accommodation arranged for FSAT activities, online spaces used for FSAT-related communication, and other relevant settings. It may also apply to conduct outside an event where there is a sufficient connection to FSAT activities or an athlete's safety.

Where a matter falls outside FSAT's jurisdiction or legal authority, FSAT will not assume powers it does not have. It may refer the concern to a relevant club, sports organisation, employer, child-protection body, police, or other competent authority, as appropriate.

Safeguarding Principles

Athlete-centred approach - Athletes must be listened to, treated with respect, and involved in decisions affecting them in a manner appropriate to their age, maturity, and circumstances.

Respect for human rights and dignity - Every person is entitled to respectful treatment, privacy, dignity, and protection from abuse and exploitation.

Equality and non-discrimination - Safeguarding protections must be provided without discrimination based on sex, gender, age, disability, nationality, race, ethnicity, religion, language, social background, or other protected or personal characteristics.

Prevention first - FSAT will take reasonable steps to identify risks and prevent harm before incidents occur, including safe recruitment where applicable, education, supervision, and event risk assessments.

Safety and best interests - Immediate safety and the best interests of a child or other person at risk take priority when deciding what action is necessary.

Fairness and due process - Concerns will be handled impartially. A responding party will be informed of allegations in an appropriate manner and given a reasonable opportunity to respond before a final decision or sanction, subject to urgent protective measures and legal obligations.

Confidentiality and privacy - Information will be shared only with people who need it for safeguarding, procedural, or legal purposes. Confidentiality cannot be guaranteed where information must be disclosed to protect someone or comply with law.

Accountability and good governance - Responsibilities, reporting routes, decisions, and follow-up actions should be clear and documented.

Continuous improvement - FSAT will review its arrangements, learn from concerns and feedback, and update this Policy when needed.

Definitions

For this document, the following terms are used in the sense described below.

Term	Meaning
Adult	A person aged 18 years or older.
Minor / child	A person under 18 years of age.
Adult Participant	A person aged 18 or older who is, or was at the time of the alleged misconduct, an FSAT member, employee, Board member, person within FSAT governance or disciplinary jurisdiction, or person authorised, approved, or appointed to have regular contact with or authority over Minor Athletes.
Amateur Athlete	A member participating in, training to participate in, or who participated within the previous 12 months in an FSAT-sanctioned event, programme, activity, or competition.
Minor Athlete	An Amateur Athlete under 18 who participates in, or participated within the previous 12 months in, an FSAT event, programme, activity, or competition.
Safeguarding concern	Any information or observation suggesting abuse, harassment, neglect, misconduct, unsafe practice, or risk of harm.
Complainant / reporting person	The person who raises a concern or makes a report. They may be the affected person or someone reporting on their behalf.
Responding party	The person against whom an allegation or concern has been raised.
FSAT Safeguarding Officer	The person designated by FSAT to receive or coordinate safeguarding reports and oversee the response within FSAT's authority.

TYPES OF MISCONDUCTS

1. **Psychological harassment and abuse**

   Psychological Harassment includes actions and behaviors that create a hostile or intimidating environment for the athlete. Examples can include verbal attacks, constant criticism unrelated to performance, public humiliation, threats, and spreading rumors. Psychological Abuse refers to sustained behaviors over time that damage an athlete's self-esteem, lead to feelings of fear or inferiority, and can significantly impair psychological development and performance. It might include isolating the athlete, excessive control over their personal life, or forcing them to participate against their will. This form of abuse is at the core of all other forms.

2. **Sexual harassment**

   Sexual harassment refers to behaviour towards an individual or group that involves sexualised verbal, non-verbal or physical behaviour, whether intended or unintended, legal or illegal, that is based upon an abuse of power and trust and that is considered by the victim or a bystander to be unwanted or coerced. Examples: Sexually inappropriate language, Sex-ting or Sharing sexually explicit materials.

3. **Sexual abuse**

   Sexual abuse involves any sexual activity where consent is not or cannot be given. In sport, it often involves manipulation and entrapment of the athlete. Sexual harassment and abuse in sport stem from abuses of power relations facilitated by an organizational culture that ignores, denies, fails to prevent or even tacitly accepts such problems.They may thus be considered as symptoms of failed leadership.

4. **Physical abuse**

   Non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (eg, age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices.

5. **Neglect**

   Neglect is defined by the WHO as “the failure of parents or carers, coaches or other persons with a duty of care towards the athletes to meet their physical and emotional needs when they have the means, knowledge and access to necessary services; or failure to protect her or him from exposure to danger”. Examples include: inadequate supervision, lack of medical care, inadequate training, overtraining, emotional neglect. The physical impact of neglect may be greater on the developing young athlete who has unique physical, cognitive and psychological vulnerabilities.

Roles and Responsibilities

FSAT Board / authorised governing body

- Approve this Policy and ensure that suitable resources and authority are provided for implementation.
- Appoint a designated FSAT Safeguarding Officer and an alternative contact for conflicts of interest or complaints concerning that officer.
- Ensure that safeguarding concerns are handled impartially and that decisions are made by persons with appropriate authority.
- Promote safeguarding as a standing topic at relevant meetings and document material decisions in minutes, while protecting confidential information.
- Review implementation at least every two years and sooner where a serious incident, organisational change, or legal change requires it.

FSAT Safeguarding Officer

- Act as the central contact for safeguarding reports received by FSAT.
- Provide guidance to people who receive concerns and ensure reports are escalated promptly.
- Assess immediate safety needs and coordinate appropriate referrals, without replacing police, child-protection, medical, or other competent investigations.
- Maintain secure records and restrict access to information on a need-to-know basis.
- Coordinate risk-management measures, follow-up, and communication with relevant parties where appropriate.
- Ensure that safeguarding information, reporting contacts, and training are made available to relevant stakeholders.
- Declare and manage any conflict of interest; refer the matter to the alternative contact or appropriate authority where necessary.

Coaches, team leaders, officials and event personnel

- Maintain professional boundaries and comply with the Code of Conduct and this Policy.
- Take reasonable steps to prevent harm and report safeguarding concerns promptly.
- Never discourage an athlete from reporting or retaliating against a person who raises a concern.
- Cooperate with authorised safeguarding processes and preserve relevant information.
- Do not conduct their own interviews or investigations into allegations unless specifically authorised.

Athletes, parents and guardians

- Treat others respectfully and follow applicable codes of conduct and event rules.
- Report concerns about their own safety or the safety of another person through available channels.
- Parents and guardians should support a child's right to be heard and avoid pressuring the child to change or withdraw a report.
- An athlete who raises a concern will be treated respectfully and will not be expected to prove the allegation before receiving support.

Standards of Conduct and Prevention

All persons within the scope of this Policy are expected to behave in a way that protects athletes' dignity, safety, and wellbeing. Prohibited conduct includes, but is not limited to:

- physical, sexual, psychological, or emotional abuse, exploitation, or neglect;
- sexual harassment, unwanted sexual attention, sexual coercion, or sexual contact without valid consent;
- bullying, humiliation, threats, intimidation, hazing, or retaliation;
- discrimination or degrading treatment based on personal characteristics;
- unnecessary or inappropriate physical contact, including contact presented as coaching or correction when it is not necessary, explained, or appropriate;
- sexualised comments, jokes, gestures, messages, images, or requests;
- using training, selection, team status, funding, access, playing time, or opportunities to pressure or control an athlete;
- sharing an athlete's personal information, image, or video inappropriately or without a lawful and appropriate basis;
- failing to take reasonable action when aware of a serious risk to an athlete; and
- interfering with a report, destroying relevant evidence, intimidating witnesses, or retaliating against a reporting person.

FSAT should use appropriate screening, reference checks, role descriptions, safeguarding acknowledgements, and supervision for staff or volunteers who work closely with children or other at-risk athletes, to the extent permitted by Thai law and available systems. Recruitment and appointment processes should make safeguarding responsibilities clear.

Athletes Protection Policy

Two-deep Leadership

The Two-Deep Leadership policy mandates that whenever an Adult Participant interacts with a Minor Athlete outside public view, another Adult Participant must be present within interruptible distance. This policy aims to prevent one-on-one interactions, protecting both Minor Athletes and Adult Participants from potential harm or false accusations. It applies to electronic communication with minors and medical treatments, ensuring there are always two adults present.

One-on-one Interaction

All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.

The following are appropriate one-on-one interactions:

- **Meetings**: Any In-Program meeting with a Minor Athlete must occur when others are present (Two-Deep Leadership), except under emergency circumstances.
- **Individual training sessions**: The Minor Athlete's training session must occur in a location where he or she may be easily observed and at a distance from which another Adult may interrupt. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time.

Electronic Communication

All electronic communications between an Adult Participant and a Minor Athlete should be professional in nature and for the purpose of communicating information about skating activities.

Locker Rooms and Changing Areas

Parents/legal guardians are only allowed in locker rooms to assist their child under 11 years of age if necessary. Adults can enter locker rooms only if a policy exception applies or in emergencies. If entering a non-changing locker room, contact with Minor Athletes must be observable and two-deep leadership maintained.

Travel Policy

- **Transportation:** An Adult Participant cannot transport a Minor Athlete one-on-one and Two-Deep Leadership requirements must be adhered to at all times during In-Program travel, by transporting at least two minors or a second Adult Participant.

- **Lodging:** An Adult Participant cannot share a hotel room or other sleeping arrangement with a Minor Athlete(s). If the Organization or team performs room checks during In-Program lodging, at least two Adults must be present for the room checks.

- **Team Overnight Travel:** Minor Athletes 13 years and older may share rooms, with two to four Minor Athletes assigned per room, depending on accommodations. Minor Athletes will share a hotel room with other Minor Athletes of the same gender and a similar age. It is recommended that meetings between Minor Athletes and Adult Participants do not occur in hotel rooms (but may occur in hotel lobbies or other meeting rooms).

- **Team Leader Responsibilities**

  1. Familiarize themselves with all travel itineraries and schedules before team travel;
  2. Monitor adherence by Minor Athletes and other Participants to policies contained in this Handbook;
  3. Encourage Minor Athletes to participate in regular, at least daily, scheduled communication with their parents or permanent legal guardians;
  4. Monitor Athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary;
  5. Ensure Athletes comply with hotel room assignments based on gender and age requirements;
  6. Not use drugs or alcohol in the presence of Minor Athletes or at any time be intoxicated or under the influence of alcohol or drugs;
  7. Be prepared to respond to emergency needs of the athletes during all hours of the day;
  8. Ensure that a Minor Athlete is not alone in a hotel room with any Adult who is not an Immediate Family Member; and,
  9. Immediately report any concerns about sexual and physical abuse, misconduct or policy violations.

Medical Treatment

Licensed Medical and Mental Health Professionals must comply with Handbook regulations. Evaluations or treatments must adhere to Two-Deep Leadership guidelines, with another adult present or in an observable area. Medical emergencies are exempt from Two-Deep Leadership.

In-Competition Policy at FSAT Events

FSAT is committed to providing a safe, respectful, and inclusive environment for all participants at its events, including athletes, coaches, officials, volunteers, and other individuals involved in the activities.

FSAT shall appoint an **Event Safeguarding Officer (ESO)** for all events hosted by FSAT. The ESO shall serve as the primary point of contact for safeguarding concerns during the event and shall ensure that any complaints or incidents are handled promptly, sensitively, and in accordance with FSAT's Safeguarding Policy and applicable laws and regulations.

Before the event

- Name the ESO and provide their contact details to event staff, team leaders, officials, coaches, and participants.
- Brief the ESO on reporting procedures, emergency contacts, venue layout, medical support, and escalation routes.
- Display safeguarding information and reporting contacts in accessible locations and in event communications.
- Identify higher-risk settings, including changing areas, medical rooms, athlete transport, accommodation, and one-to-one interactions.
- Ensure event staff know that concerns must be referred promptly and must not be handled through informal investigation.

During the event

- Receive concerns in a private but safe and appropriate setting.
- Assess immediate safety and arrange emergency or medical assistance if needed.
- Make a factual record and contact the FSAT Safeguarding Officer or appropriate authority.
- Protect privacy and share information only with those who need it.
- Document interim measures, referrals, and handover to the FSAT Safeguarding Officer.

After the event

The ESO should promptly hand over records and outstanding actions to the FSAT Safeguarding Officer through a secure channel. FSAT should review any incident, identify lessons learned, and make improvements without disclosing confidential details unnecessarily.

Reporting Concerns

All individuals involved in the Figure & Speed Skating Association of Thailand have a responsibility to learn how to recognize and respond to the signs of harassment and abuse. It is also the duty of everyone involved to act on and report concerns that an athlete may be experiencing harassment or abuse. Reports of abuse may sometimes come from outside the sports environment.

The FSAT requires that all incidents of harassment and abuse, including suspected incidents, occurring at an FSAT Event or activity be reported without delay, irrespective of the alleged offender's identity or position. The FSAT shall defer its internal proceedings and will not investigate a reported incident of harassment or abuse when a criminal charge is pending against the accused individual for the same alleged incident(s). Any information received by the FSAT pertaining to such matters will be provided to the relevant public authorities. Anyone with a concern should file a report using the procedures detailed in the Code of Ethics. Reporting procedures including reporting in writing, via online form, email, in-person, via telephone hotline.

Who can report

Any athlete, parent or guardian, coach, official, volunteer, staff member, witness, or other person may report a safeguarding concern. A report may relate to something experienced directly, observed, heard, or reasonably suspected. The reporting person does not need to prove that abuse or misconduct occurred.

What should be reported

Report suspected or actual abuse, harassment, sexual misconduct, neglect, bullying, hazing, discrimination, retaliation, inappropriate coach-athlete relationships, breaches of this Handbook, or any other conduct that may place a participant at risk.

What to include in a report

- Name and contact details of the person reporting, if they wish to provide them;
- name or description of the person at risk and the person whose conduct is being reported, if known;
- what happened or what was observed, including dates, times, locations, and relevant event or programme;
- whether there is an immediate safety concern or need for medical assistance;
- names of possible witnesses and any relevant messages, images, or other information; and
- any action already taken or authority already contacted.

A reporter should share only information they reasonably believe is relevant. They should not investigate, question witnesses extensively, circulate allegations, or confront the person whose conduct is being reported.

Where to report

Figure & Speed Skating Association of Thailand handles all reports of violations and sexual misconduct. Make a report to the Association if you have suspicions or have heard such allegations, such as child sex abuse, non-consensual sexual conduct, sexual harassment or intimate relationships involving an imbalance of power (i.e., an inappropriate relationship between a Coach and an Athlete, regardless of age). All questions or concerns regarding possible violations other than sexual misconduct, such as failure to comply with the policies set forth in this Handbook and other misconduct such as emotional or physical misconduct, bullying, hazing or harassment should also be made directly to the Figure & Speed Skating Association of Thailand. Reports can be submitted to safeguarding@fsat.or.th or contact FSAT appointed personnel directly

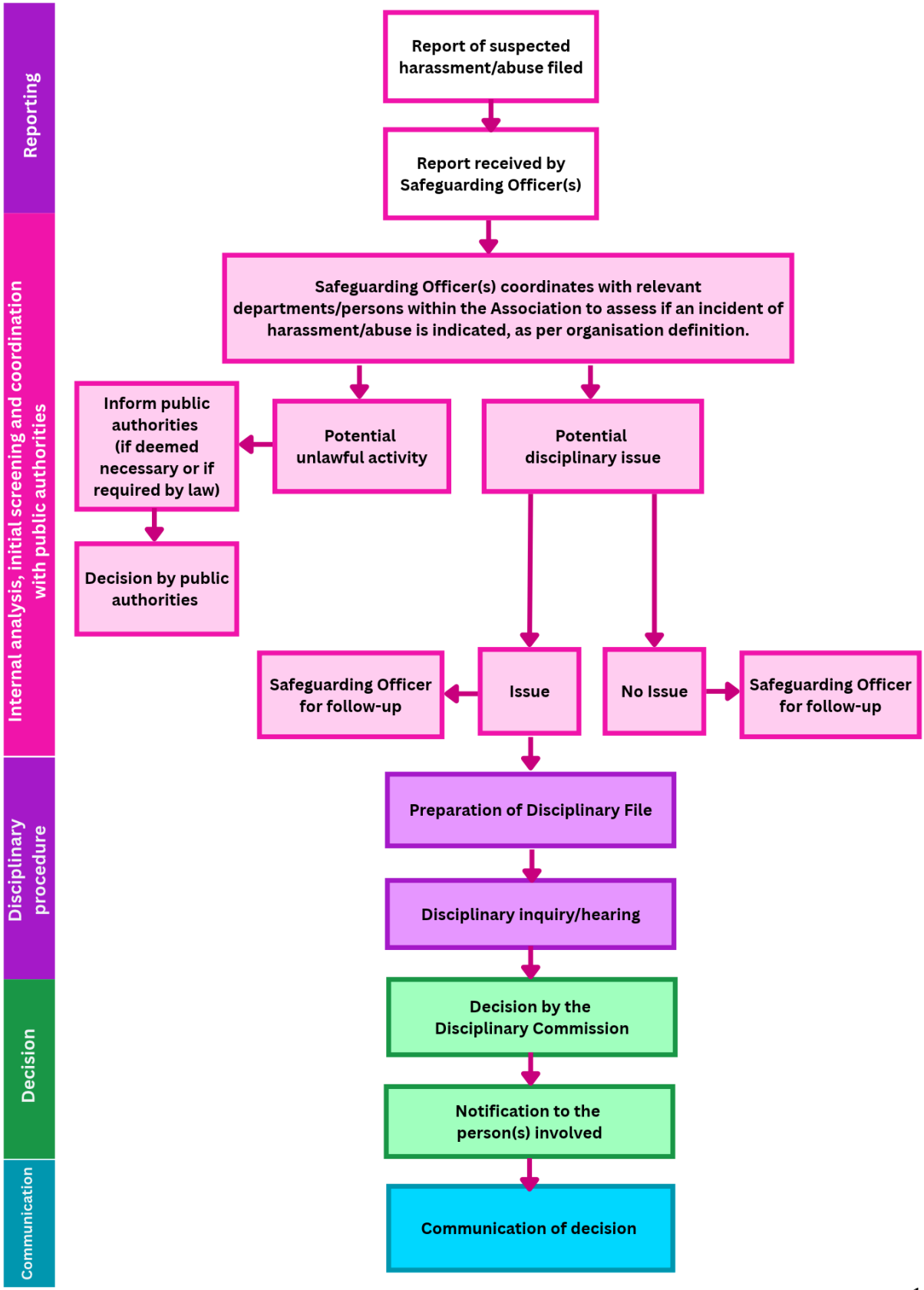
FSAT Safeguarding Officer
Ms. Parunchaya Jamkrajang
+66635166995
parunchaya.jam@mahidol.ac.th

Reports to the Figure & Speed Skating Association of Thailand may be made anonymously, but please keep in mind that at times a reporter may need to be contacted for additional information. If a report is filed anonymously, this may not be possible.

Alternatively, reports may be submitted through the Safeguarding Thailand Line Official account using the QR code below.



Reporting Mechanism



Note: Disciplinary procedures and procedures before public authorities can proceed in parallel.