



SAFEGUARDING POLICY

Table of Contents

Forward	3
Introduction	4
2.0 Scope.....	4
3.0 Safeguarding in Sports	4
4.0 Principles	5
5.0 Purpose	5
6.0 Implementation.....	6
7.0 Reporting Procedure	7
7.0.1 Key Reporting Steps:	7
7.0.2 Safeguarding Oversight	8
7.0.3 Accountability and Training.....	9
8.0 Review	9
Appendixes.....	10

Forward

It is with great pride that I present our Safeguarding Policy, a cornerstone of our commitment to protecting the rights, well-being, and dignity of everyone involved in football. This policy is more than just a document; it is a reflection of our values as an association, ensuring that our sport remains a safe and inclusive environment for all players, staff, and stakeholders.

Safeguarding is not just a responsibility; it is a duty we owe to the football community. We have developed this policy with the aim of preventing any form of abuse, exploitation, or harm, and to ensure that appropriate measures are in place to address concerns when they arise. Through clear guidelines and reporting mechanisms, we are creating a culture of safety, where every individual is empowered to take action.

This policy covers critical areas including child protection, mental health, and the creation of safe spaces for all involved in the beautiful game- football. It is our belief that by implementing these safeguarding principles, we will not only enhance the integrity of the sport but also help players and staff thrive both on and off the field.

I call on each one of you to embrace this policy fully and work together in upholding the highest standards of safety, respect, and care within our football community. Together, we can create a positive and secure environment for all.

James Situma
President
Kenya Footballers Welfare Association

Introduction

Kenya Footballers Welfare Association (KEFWA) is a non-profit organization registered under the Societies Act (Cap. 108) and is dedicated to promoting the well-being and prosperity of professional footballers in Kenya. Established in 2012, KEFWA has become a leading advocate for players' rights and interests, providing a range of support and development services. To achieve this, KEFWA is committed to ensuring that individuals in positions of authority and influence in football adopt practices aimed at eliminating harassment, abuse, and exploitation.

KEFWA takes its responsibility for creating safe and positive environments within the football community very seriously. In line with this, KEFWA has developed a comprehensive Safeguarding Policy to guide all stakeholders in the football ecosystem to prevent and respond to harassment, abuse, and exploitation, thereby protecting the integrity of the sport. The policy outlines its scope, objectives, and guiding principles, along with a clear implementation framework designed to safeguard the welfare of all involved.

Additionally, this policy is supported by key resources and legal frameworks, including the Children Act 1989, the United Nations Convention on the Rights of the Child 1991, the International Safeguards for Children in Sport 2014, FIFA Child Safeguarding Policy 2019 the Data Protection Act 1998, the Sexual Offences Act 2003, the Children Act 2004, the Protection of Freedoms Act 2012, and Kenya Government guidance on safeguarding children 2001.

These resources, alongside the **KEFWA Code of Conduct**, ensure that every footballer, coach, and staff member operate in a safe, secure, and respectful environment.

2.0 Scope

This Policy applies to the Kenya Footballers Welfare Association (KEFWA), its affiliated organizations, football clubs, players, staff, and any other persons associated with KEFWA. Each affiliated organization and club are required to comply with this Safeguarding Policy and any other related policies, ensuring that all individuals involved in football are protected from harassment, abuse, and exploitation. KEFWA will take all necessary steps to ensure the safety and well-being of everyone in the football community, promoting a culture of respect, integrity, and protection.

3.0 Safeguarding in Sports

Safeguarding in Sports focuses on protecting vulnerable individuals—especially children and young players—from harassment, abuse, and exploitation within the sport. It ensures a safe, inclusive, and respectful environment where every player, coach, and stakeholder feel valued and secure.

In football, safeguarding is a collective responsibility. It requires proactive measures to prevent harm, promote a culture of safety, and empower individuals

to speak up when necessary. Listening to the experiences of players and addressing concerns promptly and effectively are critical aspects of safeguarding.

By fostering this culture, football organizations and associations, such as the Kenya Footballers Welfare Association (KEFWA), can ensure that the sport remains a positive and empowering space for all participants. Safeguarding principles should be embraced at every level i.e from grassroots to professional football to uphold the integrity of the game and the well-being of its players.

4.0 Principles

The Kenya Footballers Welfare Association (KEFWA) upholds the following safeguarding principles to ensure the safety, dignity, and inclusion of football players:

1. **Right to a Safe Environment:** Every player has the right to participate in football in an environment free from harassment, abuse, or exploitation, fostering personal development and enjoyment of the sport.
2. **Inclusion and Non-Discrimination:** All players must be treated with dignity and respect, without discrimination based on sex, race, age, ethnicity, ability, sexual orientation, gender identity, beliefs, or any other characteristic.
3. **Empowered Voices:** Players have the right to express their concerns and be heard. Clear and accessible channels must be established for reporting issues and seeking help.
4. **Participant-Centered Care:** Programs and decisions affecting young adults should prioritize their welfare and best interests, recognizing and addressing their unique needs.
5. **Shared Responsibility:** Safeguarding is a collective effort. Everyone involved in football—coaches, administrators, players, and stakeholders—has a role in creating a safe and supportive environment for all participants.

5.0 Purpose

The Kenya Footballers Welfare Association (KEFWA) is committed to safeguarding all footballers from abuse, harassment, and exploitation while upholding core safeguarding principles. By creating safe and positive environments, KEFWA ensures that everyone involved in football can play, work, and enjoy the sport with the confidence that their welfare is a priority.

This policy is designed to ensure that everyone understands their responsibilities within the safeguarding framework. Key responsibilities include:

- **Implementation and Awareness:** Embedding this policy into football programs and raising awareness of abuse, harassment, and exploitation.

- Education and Training: Developing and delivering safeguarding education and training for all stakeholders in football, including players, coaches, and volunteers.
- Victim Support: Providing support to footballers who experience abuse, harassment, or exploitation.
- Ethical Recruitment: Vetting and recruiting staff and volunteers in line with ethical safeguarding practices.
- Responsive Action: Responding to concerns and reporting them promptly and appropriately.
- Partnerships: Establishing collaborations with organizations that specialize in preventing abuse, harassment, and exploitation both within and beyond the sports sector.

This policy outlines the procedures to be followed in the event of safeguarding concerns, ensuring clarity and consistency in addressing incidents. It also emphasizes the importance of supporting footballers and ensuring everyone knows where and how to report concerns about any individual associated with football, whether witnessed directly or reported by others.

6.0 Implementation

The Kenya Footballers Welfare Association (KEFWA) recognizes that the successful implementation of this policy requires mutual cooperation, partnerships, solidarity, and networking among various stakeholders in football. KEFWA, football clubs, and associated organizations will work together to embed this policy across the football community.

To implement this policy, KEFWA will ensure that:

- Everyone involved with KEFWA is aware of the safeguarding procedures and knows what to do and who to contact if they have a concern relating to the welfare or well-being of children and young persons.
- All reported concerns will be taken seriously and thoroughly investigated promptly and confidentially. Appropriate action will be taken based on the findings of the investigation, which may involve external authorities.
- The well-being of those at risk of harm will be prioritized. KEFWA will actively support them to communicate their views and desired outcomes, which will be respected and supported unless there are overriding reasons not to do so.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed, and accurate records of all safeguarding concerns will be maintained and securely stored in line with KEFWA's Data Protection Policy and Procedures.

- Cooperate with relevant local authorities in taking action to safeguard children and young persons.
- All Board members, staff, officials, and volunteers understand their role and responsibility for safeguarding children and young persons. They will complete and stay up to date with safeguarding training and learning opportunities appropriate for their roles.
- Use safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment or deployment of unsuitable individuals within the organization and the broader sporting community.
- Share information about anyone found to pose a risk to children and young persons with appropriate bodies, such as the police or local authority/social services.
- When planning activities and events, KEFWA includes an assessment of risks to the safety of all children and young persons from abuse and neglect. A designated safeguarding lead will be present at such events.
- Regular communication channels will be maintained to keep everyone associated with KEFWA informed and aware of safeguarding updates.

7.0 Reporting Procedure

Reporting safeguarding concerns is a vital part of KEFWA's commitment to protecting footballers and ensuring a safe environment. The following outlines the procedures to be followed when concerns arise, including the roles of key individuals and organizations.

7.0.1 Key Reporting Steps:

1. Report to KEFWA's Safeguarding Officer:
All safeguarding concerns should first be reported to KEFWA's designated Safeguarding Officer. This individual is responsible for receiving, documenting, and addressing concerns raised by footballers, staff, or other stakeholders. The Safeguarding Officer will ensure the matter is handled appropriately and in line with KEFWA's safeguarding policy.

Contact Information for KEFWA Safeguarding Officer:

Email: safeguarding@kefwa.org

Phone: [Insert Contact Number]

2. Referral to Law Enforcement (if applicable):
If a concern involves a potential crime, such as physical abuse, sexual exploitation, or trafficking, the Safeguarding Officer will escalate the matter to law enforcement authorities immediately. Ensuring the safety and legal rights of the affected individual is the top priority.
3. Immediate Action in Emergencies:
If an individual is at immediate risk of harm, anyone aware of the

situation should contact emergency services directly by dialling 999 or the local emergency number. Afterward, the matter should be reported to KEFWA's Safeguarding Officer for follow-up and support.

4. Consent and Confidentiality:

- Children (Under 18): Consent may be obtained through a parent or guardian unless it is deemed unsafe to do so.
- Adults (18 Years and Above): If an adult footballer declines to consent to a report but there is an imminent risk to them or others, the Safeguarding Officer may proceed with reporting to the appropriate authorities.

5. Medical Support:

If the concern involves a need for medical care, priority should be given to obtaining immediate assistance. The Safeguarding Officer can provide guidance on additional steps to take once the individual's immediate health needs have been addressed.

7.0.2 Safeguarding Oversight

KEFWA's Safeguarding Officer will collaborate with:

- Club Safeguarding Officers: Responsible for addressing concerns within their respective clubs.
- Football Kenya Federation (FKF): For cases that require national-level intervention or disciplinary action.
- Other Relevant Bodies: Including international federations and external organizations, as needed.

Roles and Responsibilities

- KEFWA Safeguarding Officer:
 - Receives and manages all safeguarding concerns.
 - Liaises with clubs, FKF, and law enforcement as required.
 - Provides support and guidance to individuals involved in the case.
 - Ensures proper documentation and follow-up on reported cases.
- Club Safeguarding Officers:
 - Act as the first point of contact for safeguarding concerns within clubs.
 - Escalate serious cases to KEFWA's Safeguarding Officer.
- Footballers and Stakeholders:
 - Responsible for reporting any safeguarding concerns to the Safeguarding Officer or emergency services when immediate action is required.

7.0.3 Accountability and Training

KEFWA will provide training for Safeguarding Officers, club representatives, and other stakeholders to ensure they understand their roles and responsibilities. Regular reviews will be conducted to evaluate the effectiveness of reporting procedures and address any gaps in implementation.

8.0 Review

Actions taken under this policy will be reviewed by the Board and senior management team annually or whenever there are changes in relevant legislation or as a result of any significant event to ensure that it remains current and effective in protecting the welfare of children and young persons associated with KEFWA.

The policy will be reviewed by KEFWA's Board and senior management team annually, or sooner if there are changes in relevant legislation or significant events, to ensure it remains current and effective in safeguarding the welfare of children and young persons associated with the organization.

KEFWA shall adhere to best practices, expert advice, and applicable laws and guidelines to protect children and young adults, including but not limited to:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- International Safeguards for Children in Sport 2014
- FIFA Child Safeguarding Policy 2019
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Kenya Government guidance on safeguarding children 2001

Appendixes

Appendix 1: KEFWA Incident Reporting Template

Incident Details

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Nature of Incident: (Please tick one or more)

- ☐ Abuse (Physical / Emotional / Sexual)
- ☐ Harassment
- ☐ Exploitation
- ☐ Neglect
- ☐ Injury / Accident
- ☐ Other (Please specify): _____

Involved Parties

Name of Victim(s): _____

Age/Date of Birth: _____

Role (e.g., Player, Coach, Staff, etc.): _____

Name of Alleged Perpetrator(s): _____

Role (e.g., Player, Coach, Staff, etc.): _____

Incident Description

Please provide a detailed description of the incident. Include all facts as you know them, without speculation.

Witnesses

- Name(s) of Witnesses (if applicable): _____
- Contact Information: _____
- Witness Statement(s): _____
(Please attach separate sheets if necessary)

Actions Taken

- Immediate Actions Taken: (e.g., medical attention, safety measures, reporting)

- Has the Incident Been Reported to Authorities?

Yes

No

If yes, please provide details of the authority and contact person:

- Any Support Provided to the Victim(s):

Follow-up Actions

- Recommended Follow-up Actions: (e.g., investigation, disciplinary action, support services)

- Has the Incident Been Followed Up On?

Yes

No

If yes, provide details:

Reporting Details

- Name of Person Reporting the Incident: _____
- Position/Role: _____
- Date of Report: _____
- Signature: _____
- Contact Information: _____

Important Notes:

1. Confidentiality: All incidents and reports must be kept confidential to protect the parties involved. Only authorized personnel should access this information.
2. Duty of Care: Ensure that the well-being of the victim(s) is prioritized. If the victim is at immediate risk, ensure that they are in a safe environment and seek urgent medical or law enforcement assistance as necessary.
3. Follow-Up: Ensure that the incident is followed up on, and that feedback and updates are provided to the relevant parties.

Appendix 2. KEFWA Safeguarding Policy Extract for Visitors

Purpose:

KEFWA (Kenya Footballers Welfare Association) is committed to ensuring the safety, well-being, and protection of children and vulnerable persons involved in football. Our safeguarding policy is designed to uphold the highest standards of conduct, promoting a safe, respectful, and inclusive environment for everyone, including visitors. We seek to protect all individuals from harm, exploitation, and abuse, while ensuring equal access and opportunities in the sport.

Scope:

This extract outlines the key safeguarding expectations for all visitors to KEFWA events, training sessions, and activities. It is essential that all visitors comply with these guidelines to help us create a safe space for everyone.

Key Safeguarding Principles for Visitors:

1. Respect for Rights and Dignity: Visitors must respect the rights and dignity of all individuals, including children, young people, and vulnerable adults. Discriminatory behaviour, harassment, or abuse of any kind will not be tolerated.
2. Adherence to Codes of Conduct: Visitors must familiarize themselves with and adhere to KEFWA's Code of Conduct, which includes maintaining professional boundaries, displaying appropriate behaviour, and fostering a respectful environment. All visitors are expected to behave in a manner that promotes the welfare of individuals.
3. Child Protection and Welfare:
 - ✓ Visitors must not engage in any form of abuse or exploitation of children or vulnerable persons.
 - ✓ Visitors are prohibited from being alone with a child or vulnerable person without the appropriate supervision.
 - ✓ Any concerns or suspicions regarding safeguarding issues should be reported immediately to the Safeguarding Officer or the designated authority.
4. Zero Tolerance for Abuse: KEFWA has a zero-tolerance policy toward physical, emotional, sexual, or verbal abuse. Visitors are expected to act

in a way that contributes to a positive and safe environment for all participants.

5. **Emergency Procedures:** In the event of an incident, visitors are encouraged to follow KEFWA's reporting procedures and immediately report any safeguarding concerns to the Safeguarding Officer, a staff member, or the event organizer.
6. **Compliance with Local and International Laws:** Visitors must adhere to relevant laws and regulations, including the Kenyan Children's Act, the United Nations Convention on the Rights of the Child, and international safeguarding frameworks such as the International Safeguards for Children in Sport.
7. **Data Protection and Use of Videos/Photos:**
 - ✓ **Data Protection:** Visitors are expected to respect the privacy of individuals and the confidentiality of sensitive information. Personal data collected during events will be stored securely and only used for the purposes for which it was collected, in compliance with Kenya's Data Protection Act 2019 and other applicable regulations.
 - ✓ **Use of Videos and Photos:** Visitors must obtain prior written consent from individuals (or their guardians) before taking photographs or videos of participants, especially children and vulnerable persons. These materials should only be used in accordance with KEFWA's guidelines, ensuring that they do not exploit or harm participants. All media should be respectful, appropriate, and used for the intended educational or promotional purposes only.
 - ✓ **Consent for Media:** In cases where photos or videos are taken for promotional or training purposes, KEFWA will seek informed consent from participants or their guardians beforehand.

Reporting Safeguarding Concerns:

- Any concerns or incidents regarding abuse, neglect, or inappropriate behaviour should be reported to the Safeguarding Officer or the designated responsible authority.
- An *Incident Reporting Tool* is available for all visitors to confidentially report any safeguarding concerns.

Visitor Responsibilities:

By attending or participating in KEFWA events and activities, visitors agree to comply with this safeguarding policy and actively contribute to a safe and respectful environment. Failure to comply with these guidelines may result in removal from the event and potential further action.

By signing this document, I agree to abide by KEFWA's safeguarding policies and guidelines, including the terms related to data protection, the use of

photos and videos, and reporting any concerns regarding the welfare and safety of children or vulnerable persons.

Visitor's Full Name: _____

Company/Organization: _____

Email Address (If Applicable) _____

Telephone No. _____

Signature: _____

Date: _____