

CAC SAFE: Safeguarding Handbook – II



Since 2008

COMPREHENSIVE SAFEGUARDING POLICIES OF COACHES ACROSS CONTINENTS

THIS HANDBOOK IS YOUR GUIDE TO ENSURING THE SAFETY AND WELL-BEING OF ALL INDIVIDUALS INVOLVED
IN OUR PROGRAMS, FROM CHILDREN TO ADULTS.

Used by Coaches Across Continents (CAC) staff, interns,
global citizens, independent contractors,
partner organizations, and related personnel:

Latest Revision on: 24th May, 2023

Purposeful Play: Creating Education Outside the Classroom





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Coaches Across Continents

Welcome to the Child and Adult Safeguarding Policy of Coaches Across Continents (CAC). CAC is unique. We design and deliver sustainable social impact by engaging all sectors to address the UN SDGs.

This policy serves as a comprehensive framework to ensure the safety and well-being of all individuals involved in our programs, including children, adults, and the dedicated personnel who contribute to our mission.

This policy sets guidelines, procedures, and best practices that apply to all members of our organization, including staff, interns, global citizens, independent contractors, partner organizations, and related personnel.

Our commitment to safeguarding extends to all aspects of our work, whether it's through Purposeful Play Outside the Classroom, coaching, mentorship, partnership or community engagement on-field as well as online. We prioritize the physical, emotional, and psychological safety of every participant, respecting their rights and dignity at all times.

This policy outlines clear expectations, roles, and responsibilities for all individuals involved, emphasizing the prevention, identification, and response to any form of harm, abuse, or misconduct. It is designed to promote awareness, training, reporting mechanisms, and accountability measures to foster a culture of safety and trust.

By adhering to this policy, we demonstrate our unwavering commitment to upholding the highest standards of child and adult safeguarding. Together, we can create a supportive and inclusive environment that empowers individuals to reach their full potential while promoting the well-being of all.

Thank you for your dedication to the safety and welfare of our participants, and for embracing the principles outlined in this policy. Together, we can make a positive and lasting impact.



Recruitment and Hiring Policy for All

Coaches Across Continents (CAC) believes in diversity and looking for the best candidates on a global scale. CAC will not discriminate based on gender/religion/race/sexuality.

CAC shall ensure that the organization takes all reasonable steps to guarantee that it recruits and engages the most suitable and appropriate staff to work with.

Candidates should have the ability to believe in CAC's organizational, professional and personal core values and are willing to work within our office culture.

Candidates must adhere to the core tenants of our key documents, namely the UN Convention on the Rights of the Child, the Convention on the Elimination of Discrimination Against Women, and the UN's Universal Declaration of Human Rights as well as being non-discriminatory in nature.

1. Hiring Process:

- CAC will advertise job vacancies through a variety of mediums, ensuring that the opportunity to apply is available to a wide range of individuals.
- The shortlisting process will be conducted by senior management/founder and key personnel and will be based solely on the candidate's qualifications, skills, and experience relevant to the role. CAC strives to be an inclusive organization, and welcomes applications from all individuals regardless of gender, race, ethnicity, religion, or other personal characteristics.
- CAC works with Global Citizens, Step Up Athletes, interns, community impact coaches, accredited coaches, and other leaders, as such CAC may consider giving first preference to individuals who have been certified or trained in association with CAC. This helps to ensure that the quality of our programs is maintained at a high level.
- Accepted applicants will need to undergo CAC SAFE training upon starting. A background check and/or police report may be requested depending on the applicant's location/region.



Recruitment and Hiring Policy for All

- Applicants must self-declare prior issues or sanctions of sexual misconduct or other misconduct, termination of past employment, criminal records, and concerns registered with government authorities regarding contact with children, and to consent to the disclosure of any such information by their former employers during verification of references.
- CAC may contact prior employers, references, and/or other persons to verify work experience and perform character references. CAC will also confirm through this process there is no history of sexual abuse or exploitation, that the candidate has not been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation.
- CAC will ensure that all training, policies and documents are accessible for new staff and available permanently on our internal systems at any time.
- At the end of the training, accepted applicants must sign CAC's code of conduct.

2. Background check with previous employers: CAC may contact prior employers, references, and/or other persons to verify:

- What was the candidate's job title, primary responsibilities, and overall performance while working for your organization?
- Did the candidate have any disciplinary issues or incidents during their time with your organization?
- Can you provide any information about the candidate's attendance and punctuality?
- Was the candidate ever subject to any disciplinary or administrative action or investigation related to child safeguarding concerns during their time with your organization?
- Can you confirm the dates of employment for the candidate in this role and provide any additional information about the reason for their departure?



Recruitment and Hiring Policy for All

3. Self-Declaration Form

- I, [Applicant's Full Name], hereby declare that:
- I have never been convicted of any criminal offense or been subject to any sanction or investigation by any government authority related to child safeguarding concerns or other misconduct.
- I have not been terminated from any previous employment for any reason related to child safeguarding concerns, sexual misconduct, or other misconduct.
- I have not been subject to any disciplinary action or investigation related to child safeguarding concerns, sexual misconduct, or other misconduct during my previous employment.
- I understand that Coaches Across Continents will be conducting a background check and/or requesting a police report, and I consent to the disclosure of any relevant information by my former employers during verification of references.
- I understand that any false or misleading statements or omissions made in this self-declaration form may result in the termination of my employment or other disciplinary action.

Signed: _____ Date: _____

Applicant's Name: _____

Phone Number _____

Email ID: _____



Prevention of Sexual Exploitation and Abuse Policy (PSEA)

Purpose:

Create a policy and culture of zero tolerance for sexual exploitation and abuse (SEA) for all Coaches Across Continents staff, interns and related personnel and ensure that roles, responsibilities and expected standards of conduct in relation to SEA are known within Coaches Across Continents. To create and maintain a safe environment, free from SEA, by taking appropriate measures for this purpose, internally and in the communities where Coaches Across Continents operates, through robust prevention and response work.

1. Policy statement:

- 1.1. SEA violates universally recognized international legal norms and standards and are unacceptable behaviors and prohibited conduct for all humanitarian workers, including Coaches Across Continents staff, intern and related personnel.
- 1.2. Coaches Across Continents has a policy of zero tolerance² towards SEA. All Coaches Across Continents staff, intern and related personnel are expected to uphold the highest standards of personal and professional conduct at all times, and to provide humanitarian assistance and services in a manner that respects and fosters the rights of beneficiaries and other vulnerable members of the local communities.
- 1.3. CAC staff members, intern and related personnel are prohibited from engaging in any form of sexual relations or exploitation with personnel from partner organizations.

2. Scope of application:

- 2.1. This policy sets out Coaches Across Continents’ approach to prevent and respond to SEA. The policy applies to all staff and related personnel, both on- and off- duty.

1 UN Secretary General’s Bulletin ST/SGB/2003/13, 2003. <https://undocs.org/en/ST/SGB/2003/13>

2 The term “related” personnel include, for example, sub-contractors, consultants, interns or volunteers associated with or working on behalf of Coaches Across Continents.



Prevention of Sexual Exploitation and Abuse Policy

3. Definitions ³:

3.1. For the purposes of the present policy the term ‘sexual exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

3.2. Similarly, the term ‘sexual abuse’ means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

4. Commitment to PSEA:

4.1. Coaches Across Continents will make every effort to create and maintain a safe environment, free from SEA, and shall take appropriate measures for this purpose in the communities where it operates, through a robust PSEA framework, including prevention and response measures.

4.2. This PSEA framework, affirms Coaches Across Continents’ commitment to the UN Secretary General’s Bulletin on Special Measures for prevention from sexual exploitation and sexual abuse (ST/SGB/2003/13) and to achieving full, ongoing implementation of the IASC Six Core Principles relating to SEA⁴.

5. Six core principles⁵:

5.1. SEA by Coaches Across Continents staff and related personnel constitute acts of gross misconduct and are therefore grounds for disciplinary actions and termination of employment⁶.

5.2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.

³ Both definitions are adopted from the Secretary General’s Bulletin ST/SGB/2003/13, 2003.

<https://undocs.org/en/ST/SGB/2003/13>

⁴ IASC Six Core Principles; available at: <https://interagencystandingcommittee.org/inter-agency-standing-committee/iasc-six-core-principles-relating-sexual-exploitation-and-abuse>.

⁵ Modified for the purposes of this PSEA policy. *These acts are not intended to be an exhaustive list. Taken by*

⁶ Including all other forms of contractual agreements, such as for example volunteer assignment.



Prevention of Sexual Exploitation and Abuse Policy

5.3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

5.4. Any sexual relationship between Coaches Across Continents staff, intern or related personnel and beneficiaries of assistance or other vulnerable members of the local community that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.

5.5. Where a Coaches Across Continents staff member, intern or related personnel develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organization or not, he or she must report such concerns via established reporting mechanisms.

5.6. All Coaches Across Continents staff, interns and related personnel are obliged to create and maintain an environment, which prevents SEA and promotes the implementation of this policy. Managers at all levels have particular responsibilities to support and develop systems, which maintain this environment.

6. PSEA framework:

6.1. Prevention:

6.1.1. Vetting: Coaches Across Continents systematically vets all prospective job candidates in accordance with established screening procedures.

6.1.2. Training: Coaches Across Continents holds mandatory induction training for new staff, interns and related personnel within two weeks of joining CAC and signing our code of conduct.

6.1.3. Annual Refresher Trainings: Annual review trainings⁷ will occur for all staff, intern and related personnel on the Organization's SEA policy and procedures. The code of conduct will likewise be resigned by all staff, interns and related personnel annually.

⁷ The training includes at a minimum: 1) a definition of SEA (that is aligned with the UN's definition); 2) a prohibition of SEA; and 3) actions that staff and related personnel are required to take (i.e. prompt reporting of allegations and referral of survivors)

Prevention of Sexual Exploitation and Abuse Policy



6.1.4. Whistle-blower protection policy: A separate whistle-blower protection policy document is also available separately for CAC staff and related personnel, and it will be applicable if any type of hazard exists.

6.1.5. Investigation committee: The investigation committee should conduct an initial review of the allegations to determine if there is sufficient evidence to proceed with a formal investigation. An investigating officer should be appointed to gather evidence and conduct interviews with relevant parties. The accused individual and any relevant parties should be notified of the investigation and given an opportunity to respond to the allegations. The committee should evaluate the evidence gathered and make a recommendation to the appropriate authority. The outcome of the investigation should be communicated to the relevant parties. The committee should ensure that the investigation is conducted fairly and impartially, and that the privacy and confidentiality of all parties (Including person under investigation) involved are respected.

6.1.6. False allegation:

If there is a false allegation made, the committee should follow the same steps outlined for a regular investigation, including appointing an investigating officer, notifying relevant parties, conducting interviews, gathering evidence, evaluating the evidence, making a recommendation, communicating the outcome. If the investigation determines that the allegation was false, the committee should take appropriate action, such as providing support to the accused individual and taking disciplinary action against the person who made the false allegation.

6.1.7. Breach of Confidentiality: The first step is to conduct an investigation into the breach. The investigation committee should review the evidence and determine the extent of the breach and who was involved. The committee should then take appropriate action, such as disciplinary action⁷, against the individual(s) responsible for the breach.



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6.1.8. Person under investigation and if not guilty: Committee will create a safe space for the person under investigation until the investigation is complete. This includes providing them with support and resources, such as counseling services or legal representation, if needed. Committee will make sure to treat the person with respect and dignity and to avoid any public speculation or assumptions about their guilt or innocence. All information related to the investigation should be kept confidential and only shared with those who have a need to know. If the person is found innocent, steps should be taken to help them reintegrate into the workplace or community and to address any negative impact the investigation may have had on their reputation.

6.2. Response:

6.2.1. Reporting: Coaches Across Continents has safe, confidential and accessible mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations and ensures that beneficiaries are aware of these. Please see Annexure 2: Focal Point, Reporting Mechanisms, and Support.

6.2.2. Investigation: Coaches Across Continents has a process for investigation of SEA allegations in place and shall properly and without delay conduct an investigation of SEA by its staff or related personnel or refer to the proper investigative body, CAC will also report allegations to other organisations or to the proper investigative body if the perpetrator is working with another organisation. Should a CAC member of staff be found to have not adhered to this policy, contracts may be terminated.

6.2.3. Referral to National Authorities: If, after proper investigation, there is evidence to support allegations of SEA, these cases may be referred to national authorities for criminal prosecution.

6.2.4. Victim assistance: Coaches Across Continents has a system to promptly refer SEA survivors to available services, based on their needs, locality, and consent. Each circumstance will be treated uniquely based on circumstances and location. For example, in Southeast Asia CAC is likely to refer all cases to the Women's AID Foundation. WAO's 24-hr hotline is +603 3000 8858 (WhatsApp +6018 988 8058). International Catholic Migration Commission (ICMC), +6013 263 1837, Operating hours Monday to Sunday 9:00am-9:00pm. Email: sgbv.my@icmc.net. For Gender Based Violence: WAO Hotline, 8AM-10PM, +603 3000 8858



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6.2.5. Person under investigation: If an individual is under investigation due to allegations or complaints, they may seek support from any board member, such as Christian, or other designated individuals within the organization. These board members or Christian can provide guidance, advice, and support to the person during the investigation process while ensuring impartiality and fairness. It is important to maintain confidentiality and respect the privacy of all parties involved throughout the investigation.

6.3. Cooperative arrangements:

6.3.1. All Coaches Across Continents' contracts and partnership agreements include a standard clause requiring contractors, suppliers, consultants and sub- partners to commit to a zero-tolerance policy on SEA and to take measures to prevent and respond to SEA.

6.3.2. The failure of those entities or individuals to take preventive measures against SEA, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of any cooperative arrangement.

Conclusion:

Prevention of Sexual Exploitation and Abuse Policy was adopted by Coaches Across Continents on October 8, 2021 and reviewed annually and revised as necessary.

This current Prevention of Sexual Exploitation and Abuse policy was adopted by the Board of Directors and signed for and on behalf of the Board of Directors by the Founder.

Addendum and Implementation Notes:

October 8th, 2021: New CAC PSEA Policy shared with all staff and board members

October 11th, 2021: CAC senior staff meeting to discuss PSEA Policy

December 7th, 2021: CAC full staff training on PSEA Policy will be conducted during our annual organizational-wide meetings.

August 17, 2022: Reviewed and revised by Chief Executive Suskiewicz

Revised date: January 26 and March 25th, April 25, May 25, 2023: Reviewed by Founder Nicholas Gates

Annexure 1 - PSEA



Definitions:

1. Discrimination is defined by the UNHRC as: “any unfair treatment or arbitrary distinction based on a person’s race, sex, religion, nationality, ethnic origin, sexual orientation, disability, age, language, social origin or other status. Discrimination may be an isolated event affecting one person or a group of persons similarly situated, or may manifest itself through harassment or abuse of authority.”

2. Harassment is any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person. Harassment may take the form of words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment. Harassment normally implies a series of incidents.

3. Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behavior, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same sex. Both males and females can be either the victims or the offenders.

4. Sexual exploitation is any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. It includes, but is not limited to, engaging in human trafficking or soliciting the services of a sex worker.

5. Sexual abuse is defined as forceful or coercive sexual actions, both actual and threatened. It includes, but is not limited to, sexual assault, engaging in human trafficking or exploiting under age children.

6. Work performance - Disagreement on work performance or other work-related issues is not considered harassment and is not dealt with under the provisions of this policy but in the context of performance management. Inform the Founder of any suspicions, information, rumors or doubts concerning possible abuse.



Annexure 2- Severe/Non-Severe

Non-severe incident: breaching promising practices:

Example 1. a coach is consistently showing up late to practice, which is causing some inconvenience for the team. While this behavior is not ideal, it does not pose a serious threat to the safety or well-being of the athletes.

Example 2. A volunteer inadvertently shares personal information about an athlete with a third party. While this is a breach of privacy and confidentiality, it does not pose an immediate threat to the safety of the athlete.

Severe - Breach of the law and the policies- Severe incident:

Example 1. A coach physically assaults an athlete during practice, causing visible injuries and emotional trauma. This behavior is a clear violation of the athlete's safety and rights, and requires immediate intervention to ensure the safety of all involved.

Example 2. A staff member engages in sexual misconduct with a vulnerable adult in the organization's care. This behavior is a clear violation of the individual's safety and rights, and requires immediate intervention to ensure their safety and well-being.

Steps for the accused: In both cases, CAC committee will prioritize the safety and well-being of survivors and will take steps to prevent similar incidents from occurring in the future.

Action for Severe incident- If an individual is found guilty of a severe safeguarding concern, CAC committee will take immediate and serious action to address the situation. This may include reporting the incident to appropriate authorities, terminating the individual's employment or association with the organization, and providing support and care to the survivor.

Action for Non- Severe Cases- CAC committee will take a range of actions depending on the nature and severity of the incident. This may include providing additional training or support to the individual involved, reviewing and updating organizational policies and procedures, conducting further investigations, or taking disciplinary action such as issuing a warning or suspending the individual from their role.

Annexure 3-Focal point

Focal Point, Reporting Mechanisms, and Support

The process outlined below mirrors the policies and procedures laid out in sections 3 & 4 of our WhistleBlower policy.

Saraswati Negi is designated as the Focal Point to receive and process any complaints or reports of any incidents and respond in a professional and timely manner to all concerns or allegations of sexual harassment, exploitation or abuse.

For any hazard or complaint there will be a **committee of three** formed which include the Founder and board member and staff, composed of at least one male and one female. The committee will not be composed of someone to whom an allegation has been made against and therefore an additional committee member will be recruited from the board.

All concerns or allegations will always be taken seriously, and investigated and acted upon as appropriate. Any allegations of abuse must follow the appropriate process for that country. The Focal Point is responsible for investigating any allegation. If further assistance is needed the Focal Point can request the support of **additional board members** chosen by the committee. The Focal Point is responsible for documenting the initial report made, how it was investigated, and what actions were taken. His response to reports must be victim or survivor-centred. This involves acting promptly on reports, maintaining the anonymity and confidentiality of the victim or survivor, and updating the complainant on the results of her report. Where possible, CAC will seek to **provide support** to victims or survivors of sexual harassment, exploitation, or abuse. The Board Members are authorized to take appropriate measures. These measures may include corrective action, termination of contract, or reporting to relevant authorities where the misconduct may be criminal in nature. If the complaint is against the Founder, the Board will take appropriate measures.

In situations where an external investigation is deemed necessary, the CAC internal investigation committee must seek approval from the full Board of Directors. The authorization for any Independent External Investigation can only be granted through a unanimous decision of the Board. This requirement ensures that the Board holds the exclusive authority to initiate and approve an independent external investigation, emphasizing the importance of an impartial and rigorous process. All external investigations will be handled by the Board. By adhering to this policy, CAC guarantees transparency, accountability, and the application of best practices in addressing safeguarding concerns within the organization.



¹ <https://www.un.org/womenwatch/uncoordination/antiharass>



Annexure 4:

Disciplinary Action if Breach the Policy:

(Annexure 4 is applicable for any CAC policy and procedure breach by CAC Staff, Intern, and related personnel):

If breaches the policy, disciplinary action will be taken based on the severity of the violation and in accordance with the CAC's disciplinary procedures. The specific disciplinary actions may vary depending on the nature and impact of the breach, but they can include:

1. Verbal or written warning: Issuing a formal warning to the staff member, clearly outlining the policy violation and the consequences of further infractions.
2. Training or retraining: Requiring the staff member to undergo additional training or retraining on the CAC's safeguarding policies and procedures to reinforce understanding and compliance.
3. Suspension: Temporarily suspending the staff member from their duties and responsibilities pending further investigation or disciplinary proceedings.
4. Termination of employment: In cases of serious or repeated policy breaches, CAC will terminate the staff member's employment contract, severing their association with the organization.
5. Legal action: If the breach involves criminal activities or violation of applicable laws, CAC may involve law enforcement authorities and pursue legal action as necessary.



Incident management process in CAC-PSEA

In situations where an external investigation is deemed necessary, the CAC internal investigation committee must seek approval from the full Board of Directors. The authorization for any Independent External Investigation can only be granted through a unanimous decision of the Board. This requirement ensures that the Board holds the exclusive authority to initiate and approve an independent external investigation, emphasizing the importance of an impartial and rigorous process. All external investigations will be handled by the Board. By adhering to this policy, CAC guarantees transparency, accountability, and the application of best practices in addressing safeguarding concerns within the organization.





Reporting references for survivors or person at risk- PSEA

Reporting references for survivors or persons at risk:

For raising the concern and report in Coaches Across Continents (CAC)

Saraswati Negi (India Based)

email id- saraswati@coachesacrosscontinents.org, Phone and whatsapp- +91 9205170160.

Below are the details of organization's that one can reach out to when seeing any breach of the policy and procedure. CAC suggests that our partner organizations should identify these services in their own countries, states and communities and create their own reference sheet to make it accessible to your organization's children and adults.

1. Organizations: Women's Aid Organisation (WAO)

Language: English, Bahasa Malaysia, Burmese, Hakha, Tedim, Falam, Zaniat, Mizo, Kachin, Rohingya, Somali, Arabic, Swahili, Persian and Dari

Service: Case management, assistance making police report, connecting with medical aid, mental health support, shelter

Operating Hours: 24 hours, Monday to Sunday

Call: 03-30008858

TINA WhatsApp Service:

018-9888058

2. International Catholic Migration Commission (ICMC)

Language: Rohingya, Burmese, Arabic, Somali

Case management, mental health and psychosocial support services, shelter, referrals to appropriate services

Operating Hours: 9.00am-9.00pm, Monday to Sunday

Burmese, Rohingya & English (Klang Valley): +6010 421 1274

Burmese, Rohingya & English (Penang): +6014 240 0191

Arabic, Somali & English: +6016 204 0291

Chin & English: +6013 263 1837

Email: sgbv.my@icmc.net

Question & Information

Saraswati Negi



saraswati@coachesacrosscontinents.org



+91 9205170160



<https://coachesacrosscontinents.org>

Anti Bribery Policy



Introduction

As a UK company, the UK Bribery Act 2010 (the “Act”) applies to us as a company as well as to our staff and business partners. The Act requires all businesses to ensure that adequate and proportionate procedures and codes of conduct are in place to prevent CAC from becoming involved in bribery.

The Board has formally adopted the Anti-Bribery Policy set out below and has appointed the Founder as the senior director responsible for CAC’s policy.

The main offences under the Act are:

Giving a bribe to another person

- Accepting a bribe from another person
- Bribery of a foreign official
- Failure of a commercial organisation to prevent bribery

A successful prosecution by the UK authorities of either an individual or a company of one or more of the offences will result in a criminal conviction with up to 10 years in prison for an individual and/or an unlimited fine, or both; and for a company, an unlimited fine.

1. Policy

CAC’s policy prohibits the following:

- The offering, giving, the solicitation or the acceptance of any bribe whether in cash or other form of inducement to or from
- Any person or company, wherever situated and whether they are a public official or body or private person or company by
- Any individual director, employee, agent or other person or body acting on CAC’s behalf in order for
- CAC or any other body to gain any commercial, contractual or regulatory advantage in a way that is unethical or in order for
- Any individual or anyone connected with the individual to gain any personal advantage, pecuniary or otherwise

Anti Bribery Policy



2. Guidance

This policy prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them; and which is intended to influence them to take action which may not be solely in the interests of CAC or the person or body employing them or whom they represent.

CAC recognises that market practice varies across territories in which it does business and what is normal and acceptable in one place may not be in another.

For the purpose of the Policy, the “recipient” includes, but is not limited to:

- A director, employee or agent of CAC or anyone purporting to act on behalf of CAC, or related personnel
- Any individual with which CAC deals in any capacity
- Anybody with which CAC deals in any capacity
- A director, employee, agent or representative of such a body
- Any public official

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, then the matter should be referred to Ethics Officer-saraswati@coachesacrosscontinents responsibility for this Policy before proceeding. Necessary guidance should also be sought from the Board member or Founder.

3. Application

This Policy applies to all individuals working for CAC at all levels and grades, including directors, senior managers, officers, staff, trainees, contractors, consultants, homeworkers, part-time and fixed-term employees and agency staff, partner organizations, or related personnel.

Anti Bribery Policy



4. Responsibility

- The prevention, detection and reporting of bribery is the responsibility of all employees throughout CAC, related personnel and any other individual working for CAC. If any person suspects any act of bribery has been carried out, whether offering or receiving a bribe, then they must report this to the Chief Executive or Founder.
- Report must be made in good faith. Making a false and malicious report is not permitted and protected and may result in disciplinary action (in the case of staff) and termination of contract for cause (in all other cases).
- Reports can be made anonymously, though anonymous reports that lack specific details will be reviewed and will be pursued further if evidence supports the report.
- To encourage reporting of fraud CAC has a policy protecting whistleblowers to ensure those reporting good faith suspicions of fraud involving CAC are not penalized or retaliated against for doing so.
- The committee will be formed of 3 members along with Chief Executive and two other staff as per the requirement. CAC staff and related personnel are required to cooperate fully with investigations by the CAC committee.
- CAC will take appropriate action in the circumstances of each case, where it determines that a staff member, related personnel has engaged in fraud and where it determines there has been fraud involving CAC.
- Fraud cases investigated by CAC will be reported to the CAC Founder, and to the board by the chief executive of the CAC.
- Such Reports of the fraud are confidential and the report will be disclosed to other than law enforcement in the case of any referral to law enforcement.

Anti Bribery Policy



5. Company Procedures

CAC has put in place a code of conduct and procedures to reduce the risk of it, and those covered by the Policy, becoming involved in bribery and these cover the following:

- Expenses, gifts, corporate hospitality
- Facilitation payments
- Political and charitable donations
- Sponsorships
- Recruitment, vetting and discipline of staff
- Risk assessment and due diligence on business partners
- How allegations of bribery may be reported and how these will be investigated and dealt with

6. Conclusion

Failure to comply with this policy will result in disciplinary action for directors and employees of CAC and may result in the termination of a director's or employee's contract of employment. It may also result in the termination of any other contract with any other individual working for CAC.



Whistle-Blower Protection Policy Against Retaliation

Purpose: The purpose of this policy is to ensure that CAC has the measures in place to protect all CAC personnel who report misconduct or cooperate with duly authorized audits, investigations and other oversight activities against retaliation.

1. Policy Statements:

1.1. All CAC staff and related personnel have a duty to report any breach of the CAC Charter, the CAC Staff Regulations and Rules, CAC's Financial Regulations and Rules, the Standards of Conduct for the International Civil Service, or any CAC internal policies to officials formally designated to receive such reports by CAC or CAC policy. Any individual who submits such a report in good faith has the right to be protected against retaliation.

1.2. All CAC personnel also have a duty to cooperate with duly authorized audits and investigations and other oversight activities. Any individual who cooperates with such activities in good faith has the right to be protected against retaliation.

1.3. Retaliation against individuals who have reported or provided information concerning acts of misconduct, or who have cooperated with duly authorized audits or investigations or other oversight activities, is strictly prohibited. Such behavior violates the fundamental obligation of all staff members to uphold the highest standards of efficiency, competence and integrity and to discharge their functions.

1.4. Retaliation constitutes misconduct, for which disciplinary or other appropriate action will be taken.

Policy Elements:

2. **Scope of application:** For the purpose of this policy, 'retaliation' means any direct or indirect detrimental action recommended, threatened or taken because an individual engaged in good faith in a protected activity defined as follows:



Whistle-Blower Protection Policy Against Retaliation

2.1. Reports the failure of CAC personnel to comply with their obligations under the Charter of the United Nations, CAC Staff Regulations and Rules, CAC's Financial Regulations and Rules, the Standards of Conduct for the International Civil Service or other relevant policy or procedures, including any request or instruction from any CAC personnel to violate those regulations, rules, standards, policy or procedures.

2.2. Provides information on wrongdoing by one or more individuals; or Cooperates with a duly authorized investigation, audit or other oversight activities.

2.3. Protection against retaliation applies to all CAC personnel, i.e. any staff member (regardless of the type of appointment or its duration), part time staff, volunteers, individual contractor, partner organizations, consultant, intern, fellow, Step up athlete, standby personnel or volunteer who engages in a protected activity.

2.4. Retaliation against a contractor, a partner or its employees, agents or representatives, or any other individual engaged in dealings with CAC because such person has engaged in a protected activity will equally be considered misconduct for which disciplinary or other appropriate action will be taken.

2.5. It is not a retaliation to legitimately apply regulations, rules and administrative procedures, including those governing evaluation of performance and non-extension or termination of appointment/employment. However, in applying such regulations, rules and administrative procedures to CAC personnel, CAC management must show by clear and convincing evidence that the same action would have been taken absent the protected activity referred to in paragraph 3.

2.6. The transmission or dissemination of unsubstantiated rumors, with the intent to mislead or deceive, is not a protected activity. Making a report or providing information that is known to be false, intentionally misleading, or designed to dismiss individuals constitutes misconduct and may result in administrative, disciplinary, or other appropriate action.



Whistle-Blower Protection Policy Against Retaliation

2.7. Acts or threats of retaliation against a retaliator constitute misconduct which, if established, will lead to administrative or disciplinary action, in accordance with this policy.

3. Reporting misconduct and preventive actions against retaliation

3.1. All reasonable suspicions of misconduct must be reported by email to Board Member Nick Gates at nickgates@coachesacrosscontinents.org, Misconduct levied against the Founder should be therefore directed to a suitable board member.

3.2. If a case occurs, CAC will form a minimum 3-person committee which will be comprised of:

- either the founder, one board member
- one other full time staff member
- This group of three will have at least one member of each gender and will not involve the accused party.
-

3.3. The identity of the individual reporting misconduct should remain confidential to the maximum extent possible, as should all communication with any CAC personnel that relates to the report.

3.4. Complaints of retaliation, with supporting information and documents, should be promptly sent by the alleged victim to the given email (3.1).

3.5. Individuals who believe that retaliatory action has been taken against them because they engaged in a protected activity should forward all information and documentation available to them to support their complaint to the given email (3.1). Such reporting should be done as promptly as possible to ensure that CAC is able to respond effectively.

3.6. The functions of the committee with respect to protection against retaliation for reporting misconduct are as follows:

- To investigate the received complaint
- To keep a confidential record of all such complaints
- The Committee will send an acknowledgement of the complainant promptly upon having received it, if the complainant can be contacted.



Whistle-Blower Protection Policy Against Retaliation

4. Review of retaliation reports by CAC.

4.1. The committee will normally complete its initial review within 30 calendar days of receiving the complaint of retaliation.

If the committee does not formally consider the complaint within 30 calendar days, the complainant may refer the matter in writing to the founder Nick Gates nickgates@coachesacrosscontinents.org

4.2. All brands, teams, and CAC personnel are required to cooperate with the committee and provide access to all records and documents requested by the committee, except for medical records, which are not available without the expressed consent of the individual concerned.



Consultancy Agreement - US Version

DATED

CONSULTANCY AGREEMENT

between

Coaches Across Continents
and

[NAME]

CONTENTS

CLAUSE

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SCHEDULE

SCHEDULE SERVICES

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THIS AGREEMENT is dated [DATE]

PARTIES

1. Coaches Across Continents incorporated and registered in the United States with company number 32-0249174 whose registered office is at 35 Myrtle Street, Watertown, MA 02742 (**Client**).

2. [name] of [address] (**Consultant**).

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this agreement (unless the context requires otherwise).

1.1. Definitions:

Board: the board of directors of the Client (including any committee of the board duly appointed by it).

Business of the Client: Activities in relation to Education Outside the Classroom and Sport for Social Impact programming aimed at supporting the Client's partners through its role as a process consultancy organisation.

Business Opportunities: any opportunities which the Consultant becomes aware of during the Engagement which relate to the Business of the Client or which the Board reasonably considers might be of benefit to the Client.

Capacity: as agent, consultant, director, employee, owner, partner, shareholder or in any other capacity.

Commencement Date: [date]

Client Property: all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the Business or affairs of the Client or its or their customers and business contacts, and any equipment, keys, hardware or software provided for the Consultant's use by the Client during the Engagement, and any data or documents (including copies) produced, maintained or stored by the Consultant on the Client or the Consultant's computer systems or other electronic equipment during the Engagement.

Confidential Information: information in whatever form (including without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the business, customers, products, affairs and finances of the Client for the time being confidential to the Client and trade secrets including, without limitation, technical data and know-how relating to the Business of the Client or any of its suppliers, customers, agents, distributors, shareholders, management or business contacts, including in particular (by way of illustration only and without limitation) and including (but not limited to) information that the Consultant creates, develops, receives or obtains in connection with this Engagement, whether or not such information (if in anything other than oral form) is marked confidential.

Engagement: the engagement of the Consultant by the Client on the terms of this agreement.

Intellectual Property Rights: patents, rights to Inventions, copyright and related rights, moral rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to

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use, and protect the confidentiality of, confidential information (including know-how) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

Invention: any invention, idea, discovery, development, improvement or innovation made by the Consultant in the provision of the Services, whether or not patentable or capable of registration, and whether or not recorded in any medium.

Services: the services provided by the Consultant in a consultancy capacity for the Client as more particularly described in the Schedule.

Termination Date: the date of termination of this agreement, howsoever arising.

Works: all records, reports, documents, papers, drawings, designs, transparencies, photos, graphics, logos, typographical arrangements, software, and all other materials in whatever form, including but not limited to hard copy and electronic form, prepared by the Consultant in the provision of the Services.

1.2. The headings in this agreement are inserted for convenience only and shall not affect its construction.

1.3. A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it. The law must be relevant to the jurisdiction which the consultant is working in at the time.

1.4. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

1.5. Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.

1.6. The Schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement. Any reference to this agreement includes the Schedules.

2. TERM OF ENGAGEMENT

2.1. The Client shall engage the Consultant and the Consultant shall provide the Services on the terms of this agreement.

2.2. The Engagement shall commence on the Commencement Date and shall continue unless and until terminated:

- a. as provided by the terms of this agreement; or
- b. by either party giving to the other not less than 4 weeks' prior written notice.

3. DUTIES AND OBLIGATION

3.1. During the Engagement the Consultant shall:

- a. provide the Services with all due care, skill and ability and use her best endeavours to promote the interests of the Client [or any Group Company];
- b. provide the Services unless prevented by ill health or accident, devote the necessary time in good faith in each calendar month to the carrying out of the Services; and
- c. promptly give to the Board all such information and reports as it may reasonably require in connection with matters relating to the provision of the Services or the Business of the Client [or any Group Company].

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3.2. If the Consultant is unable to provide the Services due to illness or injury, she shall advise the Client of that fact as soon as reasonably practicable. For the avoidance of doubt, no fee shall be payable in accordance with clause 4 in respect of any period during which the Services are not provided.

3.3. The Consultant shall use reasonable endeavours to ensure that she is available at all times on reasonable notice to provide such assistance or information as the Client may require.

3.4. Unless she has been specifically authorised to do so by the Client in writing, the Consultant shall not:

- a. have any authority to incur any expenditure in the name of or for the account of the Client; or
- b. hold herself out as having authority to bind the Client.

3.5. The Consultant shall comply with all reasonable local standards of safety at the premises where the Services are provided and report to the Client any unsafe working conditions or practices.

3.6. The Consultant shall comply with the Client's policies on Data Protection, Child Protection, Anti-Bribery, Business Conduct and Ethics, Equality and Diversity Policy, Women's Rights, Prevention of Sexual Exploitation and Abuse, Whistle-blower, and Expenses. All policies are located in the CAC Policy folder on Google Drive. Prior to any on-field work, the consultant is required to complete the UN basic safety training, on-field child protection course and background check. All contractors will receive access to these documents as well as sign a code of conduct to ensure that they are aware of CAC rules and procedures and have responsibility to understand/adhere to CAC policies and procedures.

3.7. The Consultant undertakes to the Client that during the Engagement she shall take all reasonable steps to offer to the Client any Business Opportunities as soon as practicable after the same shall have come to her knowledge and in any event before the same shall have been offered by the Consultant (or caused by the Consultant to be offered) to any other party [provided that nothing in this clause shall require the Consultant to disclose any Business Opportunities to the Client if to do so would result in a breach by the Consultant of any obligation of confidentiality or of any fiduciary duty owed by the Consultant to any third party].

3.8. The Consultant may use a third party to perform any administrative, clerical or secretarial functions which are reasonably incidental to the provision of the Services provided that:

- a. the Client will not be liable to bear the cost of such functions; and
- b. at the Client's request the third party shall be required to enter into direct undertakings with the Client, including with regard to confidentiality.

3.9. The Consultant shall:

- a. comply with all applicable laws, regulations, and sanctions relating to anti-bribery and anti-corruption relevant to the jurisdiction the Consultant is working in;
- b. comply with the Client's Ethics, Anti-bribery and Anti-corruption Policies. The Consultant is responsible for ensuring they are aware of current policy of the Client as the Client may update them from time to time;

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- c. promptly report to the Client any request or demand for any undue financial or other advantage of any kind received by the Consultant in connection with the performance of this agreement;
- d. ensure that all persons associated with the Consultant or other persons who are performing services in connection with this agreement comply with this clause 3.9; and
- e. within 3 months of the date of this agreement, and annually thereafter, certify to the Client in writing, her compliance with this clause 3.9. The Consultant shall provide such supporting evidence of compliance as the Client may reasonably request.
- f. Failure to comply with clause 3.9 may result in the immediate termination of this agreement.

4. FEES

4.1. The Client shall pay the Consultant a fee of \$[AMOUNT] per month. On the last working day of each month during the Engagement the Consultant shall submit to the Client an invoice which gives details of the days the Consultant has worked during the month, the Services provided and the amount of the fee payable (plus VAT, if applicable) for the Services during that month.

4.2. In consideration of the provision of the Services during the Engagement, the Client shall pay each invoice submitted by the Consultant in accordance with clause 4.1 within 15 days of receipt.

4.3. The Client shall be entitled to deduct from the fees due to the Consultant any sums that the Consultant may owe to the Client at any time.

4.4. Payment in full or in part of the fees claimed under clause 4 or any expenses claimed under clause 5 shall be without prejudice to any claims or rights of the Client against the Consultant in respect of the provision of the Services.

5. EXPENSES

5.1. The Client shall reimburse all reasonable expenses properly and necessarily incurred by the Consultant in the course of the Engagement, subject to production of receipts or other appropriate evidence of payment.

5.2. If the Consultant is required to travel abroad in the course of the Engagement, she shall be responsible for any necessary travel insurances, inoculations and immigration requirements. For the purposes of working abroad, the Client will reimburse costs incurred in relation to travel insurances, travel, accommodation, visa costs and essential inoculations and medications recommended by a medical profession limited to the time whilst representing the Client.

5.3. All expenses incurred by the Consultant must be confirmed with prior written consent authorised by the Client prior to incurring any cost.

5.4. Failure to comply with clause 5.3 may result in the Consultant not being reimbursed if the board deem the claim to be unnecessary or not in good faith.

6. OTHER ACTIVITIES

Nothing in this agreement shall prevent the Consultant from being engaged, concerned or having any financial interest in any Capacity in any other business, trade, profession or occupation during the Engagement provided that:

- a. such activity does not cause a breach of any of the Consultant's obligations under this agreement;

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b. the Consultant does not engage in any activity which can have an adverse impact of the reputation or image of the Client;

c. the Consultant shall not engage in any such activity if it relates to a business which is similar to or in any way competitive with the Business of the Client without the prior written consent of the in relation in the fields of Sport, International Development or work in the Non-Government Organisation sector;

d. the Consultant shall give priority to the provision of the Services to the Client over any other business activities undertaken by the Consultant during the course of the Engagement.

7. CONFIDENTIAL INFORMATION

7.1. The Consultant acknowledges that in the course of the Engagement she will have access to Confidential Information. The Consultant has therefore agreed to accept the restrictions in this clause 7.

7.2. Both parties acknowledge and agree that this agreement and its particulars are strictly confidential and subject to the confidentiality policies of both parties.

7.3. Either party shall not disclose any information or documents concerning or in relation to this agreement to any third party without prior written consent of the other party.

7.4. The parties acknowledge and agree that this Clause shall survive expiry or termination of this agreement and be in force in perpetuity. This restriction does not apply to:

- a. any use or disclosure authorised by the Client or required by law; or
- b. any information which is already lawfully in, or comes into, the public domain otherwise than through the Consultant's unauthorised disclosure.

7.5. At any stage during the Engagement, the Consultant will promptly on request return all and any Client Property in her possession to the Client.

8. DATA PROTECTION

8.1. The Consultant consents to the Client holding and processing data relating to her for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data" relating to the Consultant including, as appropriate:

8.2. information about the Consultant's physical or mental health or condition in order to monitor sickness absence;

8.3. the Consultant's racial or ethnic origin or religious or similar beliefs in order to monitor compliance with equal opportunities legislation;

8.4. information relating to any criminal proceedings in which the Consultant has been involved, for insurance purposes and in order to comply with legal requirements and obligations to third parties.

8.5. The Consultant consents to the Client making such information available those who provide products or services to the Client as advisers, regulatory authorities, governmental or quasi governmental organisations and potential purchasers of the Client or any part of its business.

8.6. The Consultant consents to the Client making such information available to relevant legal authorities in the event of any legal action or criminal proceedings.

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9. INTELLECTUAL PROPERTY

9.1. The Consultant hereby assigns to the Client all existing and future Intellectual Property Rights in the Works and the Inventions and all materials embodying these rights to the fullest extent permitted by law. Insofar as they do not vest automatically by operation of law or under this agreement, the Consultant holds legal title in these rights and inventions on trust for the Client.

9.2. The Consultant undertakes:

- i. to notify to the Client in writing full details of any Inventions promptly on their creation;
- ii. to keep confidential details of all Inventions;
- iii. whenever requested to do so by the Client and in any event on the termination of the Engagement, promptly to deliver to the Client all correspondence, documents, papers and records on all media (and all copies or abstracts of them), recording or relating to any part of the Works and the process of their creation which are in her possession, custody or power;
- iv. not to register nor attempt to register any of the Intellectual Property Rights in the Works, nor any of the Inventions, unless requested to do so by the Client; and
- v. to do all acts necessary to confirm that absolute title in all Intellectual Property Rights in the Works and the Inventions has passed, or will pass, to the Client.

9.3. The Consultant warrants to the Client that:

- i. she has not given and will not give permission to any third party to use any of the Works or the Inventions, nor any of the Intellectual Property Rights in the Works;
- ii. she is unaware of any use by any third party of any of the Works or Intellectual Property Rights in the Works; and
- iii. the use of the Works or the Intellectual Property Rights in the Works by the Client will not infringe the rights of any third party.

9.4. The Consultant waives any moral rights in the Works to which she is now or may at any future time be entitled under Chapter IV of the Copyright Designs and Patents Act 1988 or any similar provisions of law in any jurisdiction, including (but without limitation) the right to be identified, the right of integrity and the right against false attribution, and agrees not to institute, support, maintain or permit any action or claim to the effect that any treatment, exploitation or use of such Works or other materials infringes the Consultant's moral rights.

9.5. The Consultant acknowledges that, except as provided by law, no further fees or compensation other than those provided for in this agreement are due or may become due to the Consultant in respect of the performance of her obligations under this clause 9.

9.6. The Consultant undertakes, at the expense of the Client, at any time either during or after the Engagement, to execute all documents, make all applications, give all assistance and do all acts and things as may, in the opinion of the Board, be necessary or desirable to vest the Intellectual Property Rights in, and to register them in, the name of the Client and to defend the Client against claims that works embodying Intellectual Property Rights or Inventions infringe third party rights, and otherwise to protect and maintain the Intellectual Property Rights in the Works and the Inventions.

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9.7. The Consultant irrevocably appoints the Client to be her attorney in her name and on her behalf to execute documents, use the Consultant's name and do all things which are necessary or desirable for the Client to obtain for itself or its nominee the full benefit of this clause.

10. INSURANCE AND LIABILITY

10.1. The Consultant shall ensure that the Insurance Policies are taken out with reputable insurers acceptable to the Client and that the level of cover and other terms of insurance are acceptable to and agreed by the Client. This must include the consultant having emergency health evacuation and emergency travel evacuation.

10.2. The Consultant shall on request supply to the Client copies of such Insurance Policies and evidence that the relevant premiums have been paid.

10.3. The Consultant shall notify the insurers of the Client's interest and shall cause the interest to be noted on the Insurance Policies together with a provision to the effect that, if any claim is brought or made by the Client against the Consultant in respect of which the Consultant would be entitled to receive indemnity under any of the Insurance Policies, the relevant insurer will indemnify the Client directly against such claim and any charges, costs and expenses in respect of such claim. If the relevant insurer does not so indemnify the Client, the Consultant shall use all insurance monies received by her to indemnify the Client in respect of any claim and shall make good any deficiency from her own resources.

10.4. The Consultant shall comply with all terms and conditions of the Insurance Policies at all times. If cover under the Insurance Policies shall lapse or not be renewed or be changed in any material way or if the Consultant is aware of any reason why the cover under the Insurance Policies may lapse or not be renewed or be changed in any material way, the Consultant shall notify the Client without delay.

11. TERMINATION

11.1. Notwithstanding the provisions of clause 2.2, the Client may terminate the Engagement with immediate effect with no liability to make any further payment to the Consultant (other than in respect of amounts accrued before the Termination Date) if at any time the Consultant:

- i. commits any gross misconduct affecting the Business of the client;
- ii. commits any serious or repeated breach or non-observance of any of the provisions of this agreement or refuses or neglects to comply with any reasonable and lawful directions of the Client;
- iii. is convicted of any criminal offence;
- iv. is in the reasonable opinion of the Board negligent or incompetent in the performance of the Services;
- v. is incapacitated (including by reason of illness or accident) from providing the Services for an aggregate period of 30 days in any 52-week consecutive period;
- vi. commits any fraud or dishonesty or acts in any manner which in the opinion of the Client brings or is likely to bring the Consultant or the into disrepute or is materially adverse to the interests of the Client;
- vii. commits any breach of the Client's policies and procedures; or
- viii. acts in a negligent manner regarding the health and safety of the Consultant or another member of the team; in particular any act action or omission failing to

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comply with current government advice on travel or medical advice when working for the Client; including but not limited to: travelling to territories which are against government guidance; failure to inform the Client of travel itinerary prior to travel and omitting to take anti-malarial medication.

11.2. The rights of the Client under clause 11.1 are without prejudice to any other rights that it might have at law to terminate the Engagement or to accept any breach of this agreement on the part of the Consultant as having brought the agreement to an end. Any delay by the Client in exercising its rights to terminate shall not constitute a waiver of these rights.

12. OBLIGATIONS ON TERMINATION

On the Termination Date the Consultant shall:

- a. immediately deliver to the Client all Client Property and original Confidential Information in her possession or under her control;
- b. irretrievably delete any information relating to the Business of the Client stored on any magnetic or optical disk or memory and all matter derived from such sources which is in her possession or under her control outside the premises of the Client. For the avoidance of doubt, the contact details of business contacts made during the Engagement are regarded as Confidential Information, and as such, must be deleted from personal social or professional networking accounts.

13. STATUS

- a. The relationship of the Consultant to the Client will be that of an independent contractor and nothing in this agreement shall render her an employee, worker, agent or partner of the Client and the Consultant shall not hold herself out as such.
- b. This agreement constitutes a contract for the provision of services and not a contract of employment and accordingly the Consultant shall be fully responsible for and shall indemnify the Client for and in respect of:
 - i. any income tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the performance of the Services, where the recovery is not prohibited by law. The Consultant shall further indemnify the Client against all reasonable costs, expenses and any penalty, fine or interest incurred or payable by the Client in connection with or in consequence of any such liability, deduction, contribution, assessment or claim ;
 - ii. any liability arising from any employment-related claim or any claim based on worker status (including reasonable costs and expenses) brought by the Consultant against the Client arising out of or in connection with the provision of the Services.
- c. The Client may at its option satisfy such indemnity (in whole or in part) by way of deduction from any payments due to the Consultant.



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14. NOTICES

14.1. Any notice or communication shall be deemed to have been received:

- i. if received by letter to the Chief Executive Strategist or Founder; or
- ii. if received through email sent with a Coaches Across Continents email address to the Chief Executive Strategist or Founder

14.2. This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

15. ENTIRE AGREEMENT

15.1. This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

15.2. Each party acknowledges that in entering into this agreement it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

15.3. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in this agreement.

15.4. Nothing in this clause shall limit or exclude any liability for fraud.

16. VARIATION

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

17. COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which, when executed shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

18. THIRD PARTY RIGHTS

18.1. A person who is not a party to this agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999, any similar provisions of law in any jurisdiction, to enforce any term of this agreement.

18.2. The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this agreement are not subject to the consent of any other person.

19. JURISDICTION

Each party irrevocably agrees that the courts of United States shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Services

- DETAILS OF THE WORK TO BE CARRIED OUT;
- THE LOCATION(S) WHERE THE SERVICES ARE TO BE PERFORMED;
- REPORTING PROCEDURE;
- ANY MILESTONES FOR COMPLETION OF PARTICULAR PROJECTS;

Nick Gates, Founder

.....

Founder and Global Strategist

Signed as a deed by [NAME OF CONSULTANT]

.....

[SIGNATURE OF CONSULTANT]



New Partner Application Form 2023

Coaches Across Continents (CAC) is unique, we deliver sustainable social impact by engaging all sectors to deliver UN SDG's. CAC educates active citizens and strengthens organizations to create sustainable social impact in their communities.

In 2023 CAC launched our new Coach and Organization Accreditation pathways. Our partner organizations can choose to journey along our accreditation pathway strengthening our partnership and helping organizations to become more robust and sustainable. Community coaches can choose to join our accreditation pathway when they have experience of delivering CAC purposeful play curriculums.

Once an application for partnership is received, it is reviewed by our Business Advisory Team. This process may take up to six months. Our Business Advisory Team meets once every three months - and any applications in hand at that time will be discussed.

1. Organization Name

2. Contact Person

3. Email ID

4. Phone Number/Whatsapp Number

5. Address of Organization (please include town and country):



6. Please list your organization's website, facebook, twitter, Instagram, and/or other social media accounts:

7. What is the primary language of your organization?

8. Do you understand that Coaches Across Continents does not provide any funding to your program?

Mark only one oval.

☐ Yes

☐ No

No

9. Do you understand that Coaches Across Continents does not provide transport or meals for your leaders during our On-Field training?

Mark only one oval.

☐ Yes

☐ No

No

10. Do you understand that Coaches Across Continents has a zero tolerance policy towards sexual abuse and exploitation? And that, if accepted as a partner, it is mandatory that we work with you to have a child protection policy which includes zero tolerance towards sexual abuse and exploitation?

Mark only one oval.

☐ Yes

☐ No

No



11. If selected as a CAC partner, do you agree to use our online platform, Facebook Workplace, to communicate with CAC year-round?

Mark only one oval.

☐ Yes

☐ No

No

12. If selected to be a CAC partner would you allow CAC to share the photos and data that you have provided to us on our social media platforms?

Mark only one oval.

☐ Yes

☐ No

No

13. How many leaders/volunteers work for your program? What percentage identify as women and what percentage men? Are they paid or volunteers?

14. How many children/beneficiaries are in your program? What percentage identify as female and what percentage as male?

15. Why is your organization interested in a partnership with Coaches Across Continents?



16. Which United Nations Sustainable Development Goals (SDGs) are most important to the work in your community? (You can click on more than one option)

Check all that apply.

- ☐ Goal 1: No Poverty
- ☐ Goal 2: Zero Hunger
- ☐ Goal 3: Good Health and Wellbeing
- ☐ Goal 4: Quality Education
- ☐ Goal 5: Gender Equality
- ☐ Goal 6: Clean Water and Sanitation
- ☐ Goal 7: Affordable and Clean Energy
- ☐ Goal 8: Decent Work and Economic Growth
- ☐ Goal 9: Industry, Innovation and Infrastructure
- ☐ Goal 10: Reduced Inequalities
- ☐ Goal 11: Sustainable Cities and Communities
- ☐ Goal 12: Responsible Consumption and Production
- ☐ Goal 13: Climate Action
- ☐ Goal 14: Life Below Water
- ☐ Goal 15: Life on Land
- ☐ Goal 16: Peace, Justice and Strong Institutions
- ☐ Goal 17: Partnerships for the Goals

17. Considering the SDGs selected above, what are some of the more specific issues related to each SDG? i.e. What are the biggest health or education or gender or environment-related issues in your community?



18. What child rights are most often violated in your community? Why do you think this is so?

19. What does your organization do to ensure children are safe? Do you have a child safeguarding policy?

20. Do your leaders take any mandatory child safeguarding courses in order to work for your program?

Mark only one oval.

☐ Yes

☐ No

No

21. Do you run background police checks on your leaders or volunteers in order to ensure child safety?

Mark only one oval.

☐ Yes

☐ No

No



22. Are you open to Coaches Across Continents working together with your community to develop a policy and practice that will ensure child safety?

Mark only one oval.

☐ Yes

☐ No

No

23. How do you measure the success of your program?

24. Tell us about two success stories. These can be brief stories about what you have seen happen in your community because of your program. It could be a story of one leader or one child or a story about a game or an event in the community.(If these stories have already been shared online you can insert the link here)

25. Do you agree that on a twice a year basis you will provide us with some answers to help us with our own M&E?

Mark only one oval.

☐ Yes

☐ No

No

26. How did you hear about Coaches Across Continents?



What Happens Next?

Submit this form and send any questions or other information that you'd like us to see to: lou@coachesacrosscontinents.org . Once an application for partnership is received, it is reviewed by our CAC team. This process may take up to six months. Thank you for taking the time to send information to request a partnership with Coaches Across Continents. We already admire your work that uses play and education to support the young people in your community.

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Google Forms



Memorandum of Understanding Between Coaches Across Continents and [organization name]

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made between:

Coaches Across Continents, an organization registered under laws of the [United States of America; or; United Kingdom] with its registered address of [35 Myrtle Street, Watertown, Massachusetts, 02472, USA; or; 69 New Road, Wingerworth, Chesterfield, Derbyshire, S42 6UJ, UK] (“CAC”); and [Organization name], an organisation registered under the laws of [country] with a registered address of [insert address] (“[acronym]”).

The parties intend to enter into this MOU to formalize a partnership in creating opportunities for the development and implementation of social development programs and agree to cooperate and facilitate on all matters in relation the below programs.

1. Objective of the cooperation

This MOU is intended to establish a basis upon which both parties cooperate and facilitate on all matters related to the implementation of the programs in the interest of both parties.

2. Terms of the cooperation

For the purpose of this cooperation, all parties agree to the following commitments: -

2.1. CAC commits to:

- 2.1.1 – [commitment 1]
- 2.1.2 – [commitment 2]
- 2.1.3 – [commitment 3]
- 2.1.4 – [commitment 4]

2.2. [organization name] commits to:

- 2.2.1– [commitment 1]
- 2.2.2.– [commitment 2]
- 2.2.3– [commitment 3]
- 2.2.4– [commitment 4]



3. Confidentiality

3.1. Both parties acknowledge and agree that this MOU and its particulars are strictly confidential and subject to the confidentiality policies of both parties.

3.2. Either party shall not disclose any information or documents concerning or in relation to this MOU to any third party without the prior written consent of the other party.

3.3. The parties acknowledge and agree that this clause shall survive expiry or termination of this MOU and be in force in perpetuity.

4. Use of name and emblem

Both parties may, under this Agreement, use, where relevant and appropriate: the name, logo, emblem and/or trademarks of the other party solely in connection with the program or collaboration hereunder subject always to have obtained the prior written consent of any such use by the other party. Such use shall not be in a manner which may damage or bring into disrepute the good name, image or reputation of the other party.

5. Entry into force, amendments and termination

5.1. This MOU shall be effective from the date it is validly signed by both Parties and remain in force for a period of [x] years unless otherwise terminated by the parties in writing.

5.2. Any amendments of this MOU shall be agreed in writing.

5.3. Either party may terminate this MOU and such termination shall take effect after the other party has been duly notified. The party wishing to terminate this MOU shall endeavour to notify the other party by giving them 30 days prior written notice to the intended date of termination.

6. Ethical Conduct

Both parties are expected to act honestly and ethically at all times. This pertains to business ethics as well as moral conduct.

6.1. Officers, directors, employees, and representatives of both organization owe a duty to this MOU to advance its legitimate interests to the best of their abilities. This includes disclosing any conflict of interests, use of assets, compliance with all laws, and reporting of any illegal or ethical behavior.

6.2. There is a zero tolerance policy towards any individual committing abuse of children. This includes all officers, directors, employees, and representatives of both organizations in terms of all terms of abuse including physical, emotional and verbal, sexual, and neglect. Any individuals witnessing abuse of a child is required to report to both the authorities and Coaches Across Continents.

6.3. In accordance with the above statement it is a requirement that both CAC and (organization name) have a Child Protection Policy which is reviewed annually. (organization name) are required to upload their Child Protection Policy onto their Workplace page and if (organization name) needs support with this CAC can provide a temporary template whilst a Policy is being drafted.



7. Intellectual property

7.1. All intellectual property belonging to either party will remain the intellectual property of that party.

7.2. This MOU does not entitle any party to use intellectual property belonging to the other for any purpose other than within this agreement.

7.3. Neither party shall use any intellectual propriety belonging to the other for commercial or financial gain, without the prior written consent of the other party.

8. Governing law

This MOU shall be governed by and constructed in accordance with the laws of [United Kingdom; or United States of America].

Date:

Signatures:

Mr. Nick Gates

Founder and Global Strategist
Coaches Across Continents

Ms. Xxx xxxxx

[Job Title]

[Organisation]



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Signatures:

Mr. Nick Gates

Founder and Global Strategist
Coaches Across Continents

Ms. Xxx xxxxx

[Job Title]

[Organisation]



Travel SAFE

Joining Coaches Across Continents

Welcome to Coaches Across Continents! This is our Travel SAFE policy where you will learn the requirements to keep yourself and others SAFE, whilst working with us and our amazing partners in 130+ countries. Please make sure you read this document carefully. If you have any questions about anything, please ask your Coaching17 or Choice4Women representative who will support you.

Before all On-Field Programs Happen:

1. **Government Travel Red Flags:** Coaching17 checks the US State Department for Travel Advisory information regarding the destination country.
 - a. If the Travel Advisory is at Stage 1 or 2 (Normal Precaution or 'Increased Caution'), CAC proceeds with the plan
 - b. If the Travel Advisory is at Stage 3 ('Reconsider Travel'), CAC sets up a call with the partner to get more information and decides from there.
 - c. If the Travel Advisory is at Stage 4 "Do Not Travel", CAC sets up a call with the partner to get more information and (unless there are realistic extenuating circumstances... 95% of the time DOES NOT Travel.
2. **CAC Travel Red Flags:** Coaching17 researches possible 'Red Flags' for the proposed dates/schedule of the travel. Minimum 2 months before travel.
 - a. Extreme Weather (i.e. Heat waves or Storm/Monsoon Seasons)
 - b. Upcoming Elections/Political Instability
 - c. Disease Risk/Outbreak. (See COVID Guidelines for COVID specific information)
 - d. Worker Strikes/Demonstrations
 - e. Public Events (Religious or general Gatherings)
3. **Compiled Individual CAC Team Information:** Once the CAC Staff is selected, Coaching17 needs to confirm all necessary personal travel information is on file and online. Soft copies of all this information will be stored in the Travel SAFE folder. This information includes;



Travel SAFE

- a. COVID Vaccination ****Mandatory**** (Depend of the new rules)
- b. Yellow Fever & other Vaccination information
- c. Health Insurance & Plan number.
- d. Emergency Contact Information.
- e. Confirm Medical Prescriptions
- f. Passport Information ****Mandatory****
- g. Soft copies of Health Insurance, ICE Contact, and Passport to be shared with CAC and Emergency Contacts, hard copies to be carried on your person.
- h. Travelers Insurance is not always included in Health Insurance. If Travellers Insurance is bought separately in 6-12 month increments, that number and information must be sent to CAC. If the SDL buys short-term Traveler's insurance for each trip, that information must be sent to Coaching17 (instruct@coachesacrosscontinents.org) as soon as flights are booked. Insurance must also cover expenses of Covid-19 such as quarantine, medical, ticket change etc. Please note, make sure the USA is included in the insurance - it is normally a special add on or has different levels of cover.
- i. Background Check ****Mandatory******
 - a. Everyone who joins Coaches Across Continents is required to undergo a background check. As a global organization working in and with vulnerable communities, the safety of our staff, volunteers and partners is of paramount importance. Coaching17 will send you an email notifying you of when this is going to take place and you will be asked to reply to make sure you agree and understand. If you have any concerns or questions, please contact our Coaching17 Team via email Instruct@coachesacrosscontinents.org to notify them.
 - b. Once you have agreed to the check, Coaching17 will require documentation from you to complete it. Depending on the laws of your home country, this may include, but is not limited to;
 - 1.Passport
 - 2.All home addresses in the last 5 years
 - 3.National Insurance Number (if applicable)
 - 4.Social Security Number (if applicable)
 - 5.Birth certificate
 - 6.Work permit/visa
 - 7.Drivers license (if applicable)



Travel SAFE

c. 'What if I have previous convictions/non-conviction information? —

a. A criminal record will not necessarily prevent you from working or volunteering with Coaches Across Continents. Please give details of any relevant information in the self-declaration form. We may invite you to discuss this further to make sure we have as much of an understanding as possible about your situation. Once we have received your background check and any other relevant information, you will be invited to a meeting with CAC Senior staff to discuss further who will ultimately make a final decision.

d. Respect in Sport Certification ****Mandatory****

Everyone needs to complete the Respect in Sport Certification to comply with our Child Protection Policy. It takes about two hours. At the end of your online course you will get a certificate number.

Program Log-in Instructions:

Respect in Sport Program - Activity Leader US Audience

Website for Access: <https://activityleaderus.respectgroupinc.com>

Once at the site, select "Register a New User." Note: all users must register a new user to begin the program. For Username and Password, you may create any entries you wish. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual. Please note these fields are case sensitive, and on re-entry must be entered exactly as during registration. Once registration is complete select Submit at the bottom of the page. With successful registration you will be taken to the program Home page.

Select the "English" button on the top to access the program instructions and content.

When you have completed the program, please email your certificate number to:

instruct@coachesacrosscontinents.org

4. Confirm Schedule: Coaching17 confirms the dates of travel with the Host Partner and connects the Staff member to the local partner (if they are not already in communication).

5. Flight Purchase: If the previous steps are cleared, Coaching17 purchases necessary flights. Factors to note and confirm:



Travel SAFE

- a. CAC generally flies with the safest, most economical, and reasonable option.
- b. Departure and Entry requirements for each person's itinerary (including long layovers that include re-checking in (and potentially needing an additional COVID Test and/or Visa)
- c. Visa Requirements (check if needed for transit/long layovers)
- d. Travelers Insurance: Confirm that each traveler has their own. If they do not, Coaching17 will purchase the basic Travellers Insurance for this specific trip (often accessible via the Airline when the ticket is bought).
- e. When purchasing tickets, make sure to purchase full cancellation cover insurance.

6. Other Logistics

a. Local Transport

- i. Ensure you follow local laws and policies regarding transport (i.e. how many people on one motorbike)
- ii. Ensure you make decisions with safety as a priority

b. Lodging

- i. When possible and within budget, the preference is for individuals to have their own room. However we understand that this may not be possible in many circumstances. If staff members are required to share rooms it will be, where possible, with separate beds.
- ii. If it is necessary for staff members to share a room it will be done with full disclosure in advance with approval by the parties sharing the room.

Go or No Go?: Coaching17 and the traveling Staff Member retain the right to cancel any On-Field program at any time before the trip because of Safety or Health related concerns. This means we reserve the right to cancel a programme the day of, or before any planned departure.



Travel SAFE

COVID Specific Guidelines (This depend on country to country)

The following guidelines are Coaches Across Continents policy for Covid-19. ALWAYS learn local and host country legal laws well in advance of your trip and abide by these at all times. Failure to comply may result in criminal charges being brought forward of which CAC will not be held responsible.

When traveling Internationally for Coaches Across Continents;

- 1.CAC requires all team members to be fully vaccinated with a WHO recognised and approved vaccine, and have their last dose at least 14 days prior to boarding departing flight. Your vaccination card must be fully up to date.
- 2.CAC coaches will follow any required covid test requirements as requested by the host organization or required by the local/national government. Please note your destination country's rules and regulations on Covid-19 pre-departure testing to ensure all requirements are fulfilled.
- 3.CAC requires photographic evidence of vaccination before booking and arranging transport to the destination country.
- 4.Team members must share evidence of a negative test as soon as it's available and prior to boarding your departure flight.

What happens if I test positive for Covid-19?

- 1.If you test positive prior to your departure, you MUST contact CAC
- 2.You must follow local guidelines on isolation and procedure immediately.
- 3.Rest and take care of yourself. CAC will be here when you get better.

During the Trip Guidelines Coaching17's Responsibilities:

- 1.Confirming CAC Team 'meet up location' and passing Primary Responsibility to CAC Team Leader.
 - a. Airport Pick Up
 - b. Connecting implementing host and CAC team members via email or Whatsapp.

CAC Team Member's Responsibilities:

2. Being aware of noteworthy local customs/laws to be aware of (communicate with Local Partner for this)
3. Download 'Whatsapp', share contact information with the CAC Team, Local Host Partner, and Coaching 17 Manager



Travel SAFE

4. Keep the location and contact information of the nearest hospital in case of emergencies in a secure, OFFLINE place.
5. Keeping the location and contact information of the Staff member's Embassy office in-country.
6. Carrying their passport AND photo copies of their passport in SEPARATE safe places.
7. Carry emergency cash in a secure place.
8. Know your rights, be respectful, be confident.
9. Act with intention and awareness in all social settings.

CAC Team Leader's Responsibilities:

10. Team Leader has the same responsibilities as a Team Member, plus additional;
 - a. Access to a local phone # (one that does NOT require wifi to communicate through).
 - b. Save relevant Embassy Phone #s to an Offline location.
 - c. Make sure that any important context or new information is included in the **Daily Update posted each day of the program.**

On-Field Medical Incident:

- Should there be a medical incident on field, such as a participant injury - it is the partners responsibility to administer first aid.
- Do not under any circumstances perform first aid and especially DO NOT touch someone else's blood.

In Emergency Situations:

- Every situation is unique and will need to be assessed on a case-by-case basis. Guidelines for each situation that occurs DURING a CAC Program listed below.
- Nick Gates is the primary point of contact: nick@coachesacrosscontinents.org, Mobile #: USA & Whatsapp: +15086806459.
- On the last page, you will find additional contact information for CAC staff members whom you can reach out to for any further assistance or inquiries.



Travel SAFE

- Political/Military Disaster/Natural Disaster

1. Listen to the host program's recommendation.
2. Contact Senior CAC Staff member to make CAC aware of the situation.
3. Find safe space.
4. Stockpile water & food if not able to leave the building for an extended period of time.
5. Pending judgment and go-ahead, book transportation/flight out of the country.
6. Depending on severity, instruct all on CAC team to reach out to their emergency contacts
7. If the situation is time-sensitive, CAC Staff have authority to spend money for transportation and evacuation.
8. Maintain communication and connection to Charlie & CAC as much as possible.
9. Hire transportation if necessary, move the CAC team to a safe location (Airport, a good Hotel, US Embassy).
10. If evacuation is necessary, CAC will help arrange all transportation. Once transportation is secured the CAC Staff will pass off responsibility to the individuals.
11. Each situation that falls under this category will be reported to CAC through the Partner Pathways Doc on WorkPlace in real-time as much as possible. Once resolved, the CAC Staffer will update WorkPlace on the cause and solution of the situation.

- **Illness**

Should you fall ill, please let the Team Leader know as soon as possible. If it is the Team Leader who falls sick, they must contact Charlie as soon as possible. If you or someone on the Team needs to go see a healthcare professional, you must check your insurance first if able. This will give you directions on what to do to make sure you can claim expenses back if needed.

1. Get bloodwork done as soon as any serious symptoms arise.

**Abnormal fatigue and intermittent fever are two of the earliest indicators of Malaria. If experienced, get tested straight away. Staff experience*



Travel SAFE

2. If serious, travel to the nearest & best hospital.

3. When a Global Citizen or a CIC or 2nd Staff Member gets sick..

a. Staff Member accompanies the ill to the hospital and makes sure their health information is on record. An English speaker from the partner organization will accompany this process.

b. If illness is non life-threatening, contacting family & friends is the responsibility of the subject.

c. If sickness delays CAC Trip beyond acceptability, CAC Staff is to pass off responsibility to subject's emergency contact even if that contact is not in the country.

i. If illness is life-threatening or emergency procedures need to take place, it is the CAC Staff member's duty to inform the subject's Emergency Contact of the situation.

a. CAC Staff will make sure CAC Senior Staff are aware of the situation before informing the emergency contact.

b. CAC Staff will remain with the individual until emergency contact arrives.

c. The Staff member on-field will provide all details to the emergency contact through email with CAC Senior Staff copied.

4. When a solo CAC Staff Member gets sick..

a. Make sure Health Insurance & Travel plans are easily accessible and the Partner coordinator knows where to find them.

b. Cancel programme

5. Each situation that falls under this category will be reported to CAC through the Partner Pathways Doc on WorkPlace in real-time as much as possible. Once resolved, the CAC Staffer will update WorkPlace on the cause and solution of this particular situation.

• CAC Team Member is Arrested/Detained

1. Contact Senior Staff Member

2. Make sure the Law Enforcement office reports it to the relevant embassy

3. Report the situation to the embassy yourself and follow up with case of progress

4. If necessary, SDL Staff to help arrange lawyers (Embassies are able to help with this process).



Travel SAFE

-
5. SDL Staff to pass off responsibility to subject's Emergency Contact once successful communication has been established.
 6. If the situation continues without resolution in sight, SDL Staff member will continue with their scheduled trip.
 7. Each situation that falls under this category will be reported to CAC through the Partner Pathways Doc on WorkPlace in real-time as much as possible. Once resolved, the CAC Staffer will update WorkPlace on the cause and solution of this particular situation.

CAC Team Personal Injury/Death

1. Contact the CAC Senior Staff member.
2. Make sure accompanying team members know where Health Insurance & Travel Plan information is located.
3. Travel to the nearest hospital. If inadequate, arrange medical evacuation. If impossible, arrange transport to the nearest city where Evac/higher level treatment is possible.
4. If the subject is a member of the CAC team...
 - a. If injury is non life-threatening, contacting family & friends is the responsibility of the subject.
 - i. If injury delays CAC Trip beyond acceptability, CAC Staff is to pass off responsibility to subject's emergency contact even if that contact is not in the country.
 - b. When emergency procedures need to take place and the subject is unable to do so themselves, it is the CAC Staff member's duty to inform the subject's Emergency Contact of the situation.
 - i. CAC Staff will make sure CAC Senior Staff are aware of the situation before informing the emergency contact.
 - ii. CAC Staff will remain with the individual until emergency contact arrives.
 - iii. The Staff member on-field will provide all details to the emergency contact through email with a CAC Senior Staff member copied.



Travel SAFE

c. SDL Staff members will not accept culpability for any accident or situation outside of CAC's control.

5. If the subject is CAC Team Leader...

a. If injury is non-life threatening, contacting CAC & emergency contacts is the responsibility of the subject.

i. Cancel training unless two circumstances can be fulfilled:

1. The rest of the CAC team is 100% not needed to care for Staff Member.

2. The remaining CAC team is capable of leading a session to CAC's standards (Accredited Coach or very high level CIC).

b. If injury is life-threatening and the Staff member is unable to contact CAC or emergency contacts, it is the Partner Head's responsibility to inform CAC

i. Cancel Training

ii. CAC to reach out to the subject's emergency contact.

iii. CAC pass off responsibility to the emergency contact.

iv. CAC will stay apprised of the situation and answer any questions the emergency contact has.

v. CAC will not accept culpability for any situations outside CAC's control.

6. Each situation that falls under this category will be reported to CAC through the Partner Pathways Doc on WorkPlace in real-time as much as possible. Once resolved, the CAC Staffer will update WorkPlace on the cause and solution of the situation.

• HIGH RISK SITUATIONS

- Markets, tourist destinations, bus & train stations, or any places with crowds are extremely high risk areas for thieves and crime. DO NOT under any circumstance go to a market or busy area without the partner member present.
- Should you be approached by anyone DO NOT stop walking unless it is a police officer. In this case, refer to the partner to handle the situation.
- DO NOT walk around with your phone visible in your pocket and definitely not in your hand. This goes for your wallet, electronics, and any other valuables. Keep them in front pockets rather than back pockets when possible in order to keep your hands close for protection.



Travel SAFE

- partner member present.
- Don't wear any expensive jewelry, clothing or high value items such as Apple Watches, Fitbits etc. this makes you a target for crime.
- Your passport is your most valuable item. Make sure it is kept in the safest place possible at all times.
- Only carry around with you the cash you will need. It is not advisable to walk around with excess cash and/or bank cards.
- You may be approached and bribed. This is normally by airport officials, police and other positions of authority. Explain you have no cash or bank card on you. If you are with the partner, refer to them to handle.
- If you are alone and approached about a bribe, such as at the airport on arrival or departure. Explain you have no money and keep walking. DO NOT hand over your passport. Always remain calm.

CAC Senior Staff Emergency Contacts (print AND save onto your phone for reference)

Nick-

Email Id- nickgates@coachesacrosscontinents.org

Mobile/Whatsapp- +44 7505 705538

Lou Crawford-

Email Id- lou@coachesacrosscontinents.org

Mobile/Whatsapp- +44 (0)7816506959

Saraswati -

Email Id- saraswati@coachesacrosscontinents.org

Mobile/Whatsapp- +91 9205170160

Christian

Email Id: christian@coachesacrosscontinents.org

Mobile/Whatsapp: +44 617 216 6675



Gender SAFE

GIRLS & WOMEN SAFE PLAY SELF-EVALUATION

THIS SELF-EVALUATION IS DESIGNED TO HELP YOU THINK ABOUT VARIOUS ASPECTS OF GIRLS' AND WOMEN SAFETY WITHIN A COMMUNITY PROGRAM AND TO HELP PROMOTE EQUALITY FOR WOMEN WITHIN YOUR ORGANIZATION AND WIDER COMMUNITY.

1

SELF EVALUATION

- The self-evaluation checklist can be used as a tool to help your organization assess how you currently manage girls and women's safety and inclusion within your organization and your programs.
- It can be used to help identify strengths and gaps within programs.
- The checklist is divided into two sections: 1) to analyze the design and execution of your program and 2) to analyze how girls and women's safety and protection is considered at an organization level.

2

PROGRAMME DESIGN & EXECUTION

- To ensure you are providing a secure and inclusive environment for girls and women within your programs, safety must be at the forefront of all aspects of your program design.
- When designing your program, there should be specific inputs that center the perspectives, voices and unique experiences of girls and women.
- Our checklist will allow you to identify the parts of your design that help to provide a safe environment to girls and women. It will also highlight the ways in which you can add to the design to help improve this environment and become even more inclusive.

3

ORGANISATIONAL DESIGN

- It is also important that the safety and protection of women and girls is reflected across all aspects of the organization.
- There should be appropriate strategies and policies in place, regular training on processes and an allocation of resources to ensure the continued safety of girls and women.
- Our checklist will allow you to analyze what your organization already has in place, whilst also providing you with ways in which you can grow.



Gender SAFE

PROGRAM DESIGN & EXECUTION CHECKLIST

ENSURING THE PHYSICAL AND EMOTIONAL SAFETY OF WOMEN & GIRLS

NAME OF ORGANIZATION: _____

SAFE PLAYING SPACE, FACILITIES AND EQUIPMENT	Yes	Working towards	Need more support
Providing a physically safe playing environment with water stations, shade, checking equipment is safe to use prior to session starting. Limiting session times if the weather is too hot or too cold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing a safe playing space which is culturally sensitive towards all women and girls. <i>(Participants should be made to feel welcomed and valued and can meaningfully participate regardless of their cultural, religious background or their disability)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A playing space that is accessible for all abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing girls and women access to a safe and private place where they can change, address needs and use the toilet before and during sessions. <i>(are sanitary products available and first aid?)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In situations where spectators may create challenges for women and girls, spaces are made secure, to prevent spectators from attending.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The sessions are at times that are safe for women and girls. <i>(Sessions should be run when it is safe for participants to be moving about in the neighbourhood or area. Example: routes to and from sessions should be well lit.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choices of clothing are respectful of girls' and women's choices whilst ensuring they are comfortable and able to participate during sessions. <i>(This involves recognising cultural differences as well as access to appropriate clothing like sports bras etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working towards providing or finding funding for female-appropriate clothing such as: sports bras, shorts/pants made specifically for women and girls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Gender SAFE

COACHING AND FACILITATING	Yes	Workin g towards	Need more support
Leaders and coaches of different genders are available. <i>(Organizations should strive towards having an equal and balanced leadership team)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult women always present when there is a man conducting sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing leaders and coaches with gender sensitivity training. <i>(Training for men coaching women and girls, women coaching men and boys but also women coaching women/girls and men coaching men/boys)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Girls and women can raise questions or concerns with the programme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual health education and life skill sessions that address sensitive issues are available. <i>(These are ideally delivered in a space that is private and not accessible to outsiders, including at times boys and men. Extra sessions should be provided to educate boys and men on these issues.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding and supervision ratios are in place especially when sessions involve children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Gender SAFE

ORGANISATIONAL DESIGN CHECKLIST

	Yes	Workin g towards	Need more support
A Child Protection Policy that addresses the unique safeguarding needs of particularly vulnerable girls is available. Specialised guidance and support should be available for staff who take on safeguarding responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women and girls are involved in discussions about safety and the creation of policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A code of conduct that is signed by all coaches, staff, volunteers, visitors and external consultants has been completed. <i>(This should refer to inappropriate conduct such as inappropriate touching or sexual behaviours, inappropriate relationships etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A reporting and referral system for harassment and abuse for incidences within the programme and outside of the programme has been created. <i>(Ensure coaches, staff, volunteers and participants understand and receive regular training on the process)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A clear complaint and investigation processes for internal violations of policies is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular evaluations of the policies and procedures are conducted. <i>(This is to ensure they are working, relevant and effective)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular training on safety and inclusion for all staff, volunteers, coaches and participants are provided. <i>(Training to include: ensuring physical and emotional safety of participants, adapting activities to ensure everyone can participate regardless of ability, discussing and addressing sensitive topics with adolescent girls in an emotionally safe way)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular risk assessments are completed prior to sessions beginning, including procedures for organisations to raise issues around safeguarding in their partnerships and communication activities, creating a culture that is welcoming, safe and supportive for women and girls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Incident form (including injury)

Name: _____
Email: _____
Phone: _____
Role within CAC: _____

Date of the report: __/__/____ Time of report: __. __ am/pm

Incident was detected/observed/ discovered on:

Date & Time: _____

Location: _____

With whom: _____ Child _____ Adult

Details of incident:

Submitted to (Full Name, Role in CAC and date): _____



Incident management process in CAC

In situations where an external investigation is deemed necessary, **the CAC internal investigation committee must seek approval from the full Board of Directors.** The authorization for any Independent External Investigation can only be granted through a unanimous decision of the Board. This requirement ensures that the Board holds the exclusive authority to initiate and approve an independent external investigation, emphasizing the importance of an impartial and rigorous process. All external investigations will be handled by the Board. By adhering to this policy, CAC guarantees transparency, accountability, and the application of best practices in addressing safeguarding concerns within the organization.



Reporting references for survivors or persons at risk:

For raising the concern and report in Coaches Across Continents (CAC)



Saraswati Negi (India Based), Safeguarding Officer

email id- saraswati@coachesacrosscontinents.org, Phone and whatsapp- +91 9205170160.

Christian - Board Member (CAC), Email ID- christian@coachesacrosscontinents.org

Phone and WhatsApp +16172166675

Below are the details of organization's that one can reach out to when seeing any breach of the policy and procedure. CAC suggests that our partner organizations should identify these services in their own countries, states and communities and create their own reference sheet to make it accessible to your organization's children and adults.

1. Organizations: Women's Aid Organisation (WAO)

Language: English, Bahasa Malaysia, Burmese, Hakha, Tedim, Falam, Zaniat, Mizo, Kachin, Rohingya, Somali, Arabic, Swahili, Persian and Dari

Service: Case management, assistance making police report, connecting with medical aid, mental health support, shelter

Operating Hours: 24 hours, Monday to Sunday

Call: 03-30008858

TINA WhatsApp Service:

018-9888058

2. International Catholic Migration Commission (ICMC)

Language: Rohingya, Burmese, Arabic, Somali

Case management, mental health and psychosocial support services, shelter, referrals to appropriate services

Operating Hours: 9.00am-9.00pm, Monday to Sunday

Burmese, Rohingya & English (Klang Valley): +6010 421 1274

Burmese, Rohingya & English (Penang): +6014 240 0191

Arabic, Somali & English: +6016 204 0291

Chin & English: +6013 263 1837

Email: sgbv.my@icmc.net

Question & Information

Saraswati Negi



saraswati@coachesacrosscontinents.org



+91 9205170160



<https://coachesacrosscontinents.org>



CAC Code of Business Conduct and Ethics

1. Code of Business Conduct and Ethics:

This Code of Business Conduct and Ethics sets out the standards of conduct required of all officers, directors, and staff of Coaches Across Continents (CAC) and related personnel. It should be read in conjunction with the PSEA Policy, Whistleblower Policy, Child Protection Policy, Anti Bribery Policy, Travel SAFE, Gender SAFE, Consultancy agreement, Incident form, Social Media SAFE, Code of Conduct, and all other CAC policy documents outlined in the SAFE Learning Hub.

The objective of this code is to promote:

- Honest and ethical conduct
- Compliance with the applicable governmental laws, rules and regulations
- There is a mechanism to empower staff and CAC related personnel to report violations, abuse and misconduct. The prompt internal reporting of any violations of this code.
- Violation of this code will lead to disciplinary action.

2. Honest and Ethical conduct

All officers, directors and employees and related personnel are required to act honestly and ethically in the conduct of business activities for CAC. Officers, directors and employees and related personnel owe a duty to CAC to advance its legitimate interests to the best of their abilities. CAC personnel are required to act in a professional and respectful manner at all times, even when off the field as they are representing the brand and the brand's reputation. We would not appreciate drunken disorderly behavior, verbally offensive outbursts, or any form of bullying.

A 'conflict of interest' exists when a person's private interest interferes or appears to interfere with the interests of CAC. A conflict situation can arise when an employee, independent contractor, board member, global citizen, step up athletes takes actions or has interests directly or indirectly, that make it difficult to perform his or her work for CAC objectively and effectively.

Conflicts of interest also arise when an employee, independent contractor, board member, global citizen, step up athletes of his or her family, directly or indirectly, receives improper personal benefits as a result of his or her position in CAC.

An employee who has any doubt as to whether any conflict of interest exists or would exist in any particular situation should check in advance with the Founder.

Employee, independent contractor, board member, global citizen, step up athletes are prohibited from:

- Taking opportunities for personal gain that are properly within the scope of CAC's activities.
- Using corporate property, information or position for personal gain, or depriving CAC of its rights, benefits or legitimate interest as an asset
- Competing with CAC in business opportunities



CAC Code of Business Conduct and Ethics

3 Confidentiality

CAC staff and related personnel and employees and related personnel should maintain the confidentiality of information entrusted to them by CAC.

Confidential information includes all non-public information that might be of use to competitors or harmful to CAC or its customers, if disclosed. The obligation to safeguard confidential information continues after employment with CAC ends.

4 Protection and Proper Use of Company Assets

All officers, directors and employees and related personnel should protect CAC's assets and ensure their proper and efficient use. Theft, carelessness and waste have a direct impact on CAC's profitability. All of CAC's assets should be used only for its legitimate business purposes.

All officers, directors and employees and related personnel of CAC will ensure that all devices used for business purposes have effective active anti-virus protection to protect the data of Coaches Across Continents and all of our partner organizations. Any potential breach of data on a Coaches Across Continents officer, director and employee and related personnel device must be reported immediately to an appropriate member of senior management who will take appropriate action.

5 Compliance with Laws, Rules and Regulations

Different laws, rules and regulations apply in the various jurisdictions in which CAC does business. All employees and related personnel are expected to comply with the laws of the country in which they operate. These laws and policies include the Foreign Corrupt Practices Act, the Bribery Act 2010, the OECD Anti-Bribery Convention, competition laws and money laundering laws. For details relating to the application of the Bribery Act, see the Anti Bribery Policy.

6 Reporting of Any Illegal or Unethical Behavior

Ethical behaviors are actively promoted and encouraged in all CAC's business activities. Employees and related personnel are encouraged to talk to any member of the Executive Management Team at any time if there is any doubt about the best course of action in a particular situation. If any such person is directly or indirectly involved in the conflict-of-interest matter being reported, he or she must report it to an appropriate member of senior management not involved in the matter giving rise to the conflict of interest.

Each person is required to report any potential violation of law, rules or this Code of which he or she is aware to the senior staff Team (EMT) or Founder. If the conflict-of-interest matter involves the EMT as a whole, the matter should be reported to a member of the Board who is not on the EMT. Violations may be reported in confidence. Retaliation in any form against any person for complaints or reports made in good faith under this Code will not be tolerated.



CAC Code of Business Conduct and Ethics

7 Violations of this Code

Each officer, director and employee and related personnel has a personal responsibility to ensure that he or she abides by the Code, not only with the letter, but the spirit of the Code. Management has the additional responsibility of fostering a culture in which compliance with the policies of CAC and all applicable laws is at the core of CAC's business activities. Concerns about appropriate conduct must be properly addressed with care and respect.

The values and responsibilities set out in this Code are important and must be taken seriously. Accordingly, violations of these values and responsibilities will lead to disciplinary action in accordance with CAC's Disciplinary Policy and Procedures.

8 Conclusion

This Code of Business Conduct and Ethics was adopted by Coaches Across Continents in January, 2013 and reviewed annually and revised as necessary. This current Code of Business Conduct and Ethics was adopted by the Board of Directors and signed for and on behalf of the Board of Directors by the Founder.

Signature: _____

NAME (print): _____

Role in CAC: _____

DATE: _____

CAC SAFE: Training Manual

CAC SAFE - Self Directed Learning Hub (SDL) is a training tool designed for CAC staff, interns, and related personnel. It is mandatory for everyone to complete this training in order to gain a comprehensive understanding of all the policies and procedures in CAC. After completing the SDL, staff will participate in a two-day training session to further enhance their understanding and address any questions they may have.

Link for SDL Hub:

<https://sites.google.com/coachesacrosscontinents.org/cacsafeselflearninghub/training-tool>

Once the SDL training is completed, it is required for all participants to sign the Code of Business Conduct and Ethics. This step ensures that everyone acknowledges and commits to upholding the ethical standards and principles set forth by CAC.

CAC SAFE - Self Directed Learning (SDL) Hub Guidelines



CAC SAFE SDL hub is a Self-Directed Learning platform for online training on various CAC policies and procedures.

Read slide 3 4 and 5 before start the CAC SAFE - SDL Hub Journey.

For any questions or to report an incident contact us at:
info@coachesacrosscontinents.org

saraswati@coachesacrosscontinents.org

CAC SAFE - Self Directed Learning (SDL) Hub Guidelines



CAC training is divided into 3 parts:

i. First round- CAC SAFE - Self Directed Learning (SDL) Hub

(Duration - One week, to be started after sharing of the information)

- Read the documents, become familiar with the content, write down any questions that you have and CAC staff will endeavour to answer them in the second round of training/or meeting. Complete the online training course 'Respect in Sport' under the menu Learning Lab on CAC SAFE - SDL hub. The second and third rounds of training are required to be annually refreshed and are only mandatory when instructed by CAC staff.

i. Second round - (Online Training Day 1)-Understanding safeguarding (Duration 90 minutes)

i. Third round- (Online Training Day 2) Mechanism and rehearsal

First Round - Steps to use the CAC SAFE - SDL Hub



- Carefully review all the policies and documents, reading them thoroughly and documenting any questions or doubts that arise.
- Once you have read the policies and documents, proceed to take the completion questionnaire.
- CAC staff, interns, and related personnel who will participate in on-field programs are required to complete the "Respect in Sport" online qualification. After completing the course, they must also attempt the questionnaire as part of the mandatory process.
- During the questionnaire, your progress will be automatically saved in the form. Once you have finished answering the questions, please submit.
- The Code of Business Conduct and Ethics must be signed and uploaded to the SAFE site folder within two weeks of joining and completing the SDL training. If you have been asked to join online training, the Code of Conduct will be signed within 3 days after the online training is completed. Existing staff members must also submit the Code of Conduct within two weeks if they are asked to go through the procedure.
- It is mandatory to sign the 'Code of Business Conduct and Ethics and Acknowledgement of Policies and Procedures' and submit it on the CAC SAFE SDL hub folder as a signed PDF version.



Steps to use the SAFE site



7. Policies and documents are also available in the workplace - Learning about CAC.

8. For the CAC Staff it is mandatory to complete 'Respect in Sport' online course. The link is available under Learning Hub tab in the SAFE-Self Learning Hub.

9. For partner organizations and their personnel, it is mandatory to have a child safeguarding policy in place. They have the option to either complete an online certification course called "Respect in Sport" or conduct training within their own organization, or share your organizational training plan.

10. Once you have completed the 'Respect in Sport' course please email your certificate number to:

instruct@coachesacrosscontinents.org

11. There are also other links available for learning more about child protection and safeguarding, which are optional.

SAFE Policies/Documents

1. CAC staff - It is mandatory to read all the policies and documents.
2. Interns, Step-Up athletes and Global Citizens- if your role does not include any kind of onfield experience or any online interaction with children, or direct communication with partners without a CAC staff member present you can reduce your training to include the 'Respect in Sport' course and read document no. 1,2,5,6,9,11,14.
3. CAC partners- It is mandatory to read all the documents, you can choose to adopt, modify based on your country's law and regulations.
4. Satellite office managers need to go through the fully comprehensive training sections 1,2 and 3.

1. Child protection and Safeguarding Policy
2. Prevention of Sexual Exploitation and Assault
3. Community Empowerment to Ensure Human Rights
4. Peace and Child Rights
5. Code of Business Conduct and Ethics
6. Anti Bribery Policy
7. Recruitment and Hiring Policy
8. Whistleblower Protection Policy
9. Consultancy Agreement CAC US Version
10. Incident Form
11. New Partner Application
12. MOU Template for Partners
13. Social Media Policy
14. Social Media Safe Education Session
15. Gender Safe Toolkit
16. Inclusion Toolkit
17. Travel Safe



Second Round- (Online Training Day 1)-Understanding safeguarding (Duration 1 hour 30 minutes)



- **Activity 1. Introduction Game- ChatterBox:** (20 minutes) This section provides an overview of the purpose and objectives of the training, as well as an introduction to the trainers and participants.
- ChatterBox: Ask participants to write their responses in the chat box whenever the facilitator poses a question. Ask to hold on the response until the facilitator prompts you to hit the button and share it.
-
- **Possible questions (easy to hard)-**
- Your favourite weather, pet, place, country
- Describe your professional work in few words
- What are some words that have stuck with you as a result of the self directed learning hub process
- What are some words that have confused you as a result of the self directed learning hub process
- A sentence to summarise child safeguarding
- Something you are confused about or not clear on regarding safeguarding.

Second Round- (Online Training Day 1)-Understanding safeguarding (Duration 1 hour 30 minutes)



- **Activity 2. Break out room- What we understand**
Explain the task and divide into groups (5 mins),
Breakout discussions -(10 Min), each group to share
(5 minutes = Total 25 Minutes)
-
- Group 1: What are potential risk to children from adults
- Group 2: Who can be Vulnerable adult and possible risk
- Group 3: How Power Dynamic plays role
- Group 4: How can create positive and safe environment in workplace

Second Round- (Online Training Day 1)-Understanding safeguarding (Duration 1 hour 30 minutes)

- **Activity 3. Types of Abuse:** (30 minutes) Understanding Different Types of Abuse. In this section, we will explore the various forms of abuse that can affect both children and adults. Ask the participants to read and provide a possible example that could occur during the session.
- **Physical Abuse:** Inflicting physical harm or injury to a child through actions such as hitting, kicking, shaking, or burning.
- **Sexual Abuse:** Involving a child in sexual activities or exploiting them for sexual purposes, including molestation, rape, or exposure to pornography. Example:
- **Emotional Abuse:** Subjecting a child to verbal abuse, humiliation, threats, rejection, or constant criticism, which can negatively impact their emotional well-being.
- **Neglect:** Failing to provide a child with basic necessities, such as food, shelter, clothing, healthcare, education, or supervision, resulting in their physical, emotional, or developmental harm.
- **Exploitation:** Forcing or coercing a child into labor, child trafficking, child marriage, or engaging in any other form of exploitative practices.
- **Bullying:** Persistent and intentional aggressive behavior towards a child, often involving power imbalances, causing physical or emotional harm.
- **Discrimination:** Treating a child unfairly or differently based on their race, ethnicity, gender, disability, or other protected characteristics, resulting in harm or disadvantage.
- **Scenario (Example to understand):** coach who works with a youth football team. He has been coaching for several years and is well-respected in the community. During a practice session, one of the players repeatedly makes mistakes on the field, which frustrates the Coach. Eventually, Coach loses his temper and slaps Tim across the face in front of the entire team. Tim is shocked and starts to cry. The other players are also upset and do not know what to do.

Third round- (Online Training Day 2) Mechanism and rehearsal (Breakout room)



- **Activity 1- Invisible Ball Activity: (10-15 minutes)**
- One participant starts with the ball and must pass it to another person within 3 seconds. The game continues until everyone has received the ball. In the second round, participants should incorporate a word or small line from the day one training when passing the ball.
- **Activity 2. Understanding Safeguarding: (30 minutes (10 minutes breakout rooms, 5 minutes each group to talk))**
- Breakout rooms. Each group will be given a scenario to discuss and feedback.
- **Scenario no. 1 – Child Safeguarding (External case) –** A coach from your organization is working with a group of young children in a low-income area. One of the children, a 10-year-old boy, has been coming to practice with bruises and marks on his arms and legs. When the coach asks him about it, the child becomes nervous and says he fell off his bike. The coach notices that the explanation doesn't seem to match the severity or pattern of the bruises.
- **Scenario no. 2- Child safeguarding (Internal case)-** A coach in your organization has been observed using inappropriate language and making suggestive comments towards a young participant during a training session. The child's parents report the incident to the organization's safeguarding officer.
- **Scenario no. 3- (Adult safeguarding)-** During a CAC program, a coach/lead person is accused of making inappropriate comments and unwanted advances towards a staff member from a partner organization. One of the staff members from the partner organization reported the incident to their supervisor, who then reported it to the CAC safeguarding officer or any CAC staff.

Third round- (Online Training Day 2) Mechanism and rehearsal (1 and 30 minutes)



- **Scenario no. 4-** (Adult Safeguarding) A staff member has noticed that one of their colleagues, a fellow coach, has been acting differently lately. They seem more withdrawn, irritable, and have been making mistakes during training sessions. The staff member is concerned and decides to approach the coach to see if everything is okay. During their conversation, the coach confides that they have been struggling with mental health issues and are finding it difficult to cope. The staff member is unsure what to do next.
- **Potential Discussion Questions:**
 - What was the potential safeguarding issue in the scenario you were given?
 - What steps could have been taken to prevent the safeguarding issue from occurring? (Reporting channel).
 - How can you ensure that you are maintaining appropriate boundaries when working with vulnerable children/adults?
 - Given that CAC does not have direct involvement with children, it is essential to prioritize compliance with partner organizations policies. We should keep in mind the community cultures and traditions when there is interaction between child participants and partner organization staff or coaches. In order to maintain a safe environment for everyone, including yourself, What possible steps could you take prior to the session ?

Third round- (Online Training Day 2) Mechanism and rehearsal (1 and 30 minutes)



- **Conclusion-** Reflection time (Do you feel prepared to represent CAC on field and feel confident that you can maintain safety for yourself and others? Do you feel confident in the reporting processes and your role as a CAC staff member?, discuss code of conduct.
- Code of conduct will be signed and submitted within the 3 days of training.