



ISD Sportverein Safeguarding Procedure

1. Introduction and Commitment

The ISD Sportverein is committed to providing a safe, welcoming, and child-centered environment in which the welfare of children and young people is paramount. We acknowledge our moral and legal duty of care to protect all participants — regardless of age, ability, gender, race, religion, sexual orientation, or background — from all forms of violence, exploitation, abuse, and neglect.

Safeguarding is a shared responsibility of all coaches, volunteers, staff members, board members, and participants. All adults involved in the Sportverein are expected to promote a culture of respect, safety, inclusion, and accountability.

ISD Sportverein e.V. and International School of Dusseldorf Relationship

The ISD Sportverein is a separate entity operating in close partnership with the International School of Düsseldorf (ISD). Due to this close relationship, there is overlap in certain safeguarding structures, responsible individuals, training procedures, and reporting pathways between the two organisations.

The development and implementation of this safeguarding concept has taken place in consultation with the ISD Safeguarding Lead and ISD Safeguarding Coordinators to ensure alignment with established school safeguarding and child protection practices.

As part of this collaboration:

- ISD safeguarding personnel may provide guidance, consultation, and training to Sportverein staff and volunteers.
- Certain safeguarding concerns may require coordination between the ISD Sportverein and ISD safeguarding structures.
- Some individuals may hold dual roles within both organisations (e.g., ISD employees who also coach within the Sportverein).

Where a safeguarding concern involves:

- an ISD employee acting in a Sportverein capacity, and/or



- a Sportverein athlete who is also an ISD student, the matter may additionally fall under ISD internal safeguarding and child protection procedures. In such cases, the concern may be managed jointly or transferred into the ISD internal child protection response process in accordance with school policy, German legal obligations, and the best interests of the child.

The ISD Sportverein remains committed to maintaining clear safeguarding procedures, collaborative communication, and child-centered decision-making in all safeguarding and child protection matters.

2. Definitions

Safeguarding

Safeguarding refers to the proactive measures taken to protect children from harm, prevent impairment of their health or development, and ensure they grow up in safe and effective environments. Within the ISD Sportverein, safeguarding includes the preventative practices, policies, training, and supervision systems that support the wellbeing and safety of all participants.

Child Protection

Child protection refers to the specific actions taken to protect children who may be at risk of significant harm, abuse, neglect, or exploitation. Concerns may arise from a single incident or from a pattern of concerning behaviour over time. Child protection concerns are addressed in accordance with German law and ISD procedures.

Abuse

Any action or failure to act that results in actual or potential harm to a child's health, wellbeing, development, or dignity. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Abuse of Power

The misuse of a position of trust or authority (e.g., coach, volunteer, or official) to manipulate, intimidate, exploit, or control a child or young person.



Child-on-Child Abuse

Inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control between children and young people, both on and offline.

Boundary Violations

Behaviours that exceed appropriate professional or personal boundaries. These may be intentional or unintentional but must be addressed promptly and reflectively.

Physical Violence

The deliberate use of physical force that may result in injury or harm. In sport, this may include excessive physical punishment, inappropriate training practices, or physical assault.

Emotional Violence

Behaviour that damages a child's emotional wellbeing or psychological integrity, including humiliation, intimidation, threats, persistent criticism, exclusion, or verbal abuse.

Sexualised Violence

Any sexual act, behaviour, or interaction imposed on a child or young person without consent or where informed consent cannot be given. This includes inappropriate comments, unwanted physical contact, sexual harassment, or sexual abuse.

Neglect

The persistent failure to meet a child's basic physical and/ or psychological needs, likely to result in the serious impairment of the child's health and/ or development. A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or more rarely by others (i.e. Internet). They may be abused by an adult or adults or another child or children.



3. Legal Framework and Protocols

The ISD Sportverein operates in accordance with German child protection legislation and ISD safeguarding procedures, including:

- German School Law (Section 42, Para. 6): Obligation to pursue suspected cases of abuse or neglect.
- Social Code (SGB VIII §8a): Procedures for responding to concerns regarding a child's welfare.
- UN Convention on the Rights of the Child (Article 19): Protection of children from all forms of violence, abuse, and neglect.

Safeguarding concerns are managed through established internal reporting procedures and, where appropriate, in consultation with external agencies including KidsCare, the Zentrum für Schulpsychologie, and the Jugendamt.

4. Roles and Responsibilities

Clear safeguarding structures are in place to ensure appropriate oversight and response to concerns.

ISD Sportverein e.V. Safeguarding Representative

Acts as the primary safeguarding contact within the Sportverein and supports the implementation of safeguarding procedures.

ISD Safeguarding Lead

Oversees the administration and implementation of child protection and safeguarding procedures across ISD.

ISD Safeguarding Coordinators

Designated safeguarding contacts within the Elementary and Senior Schools who receive, document, and respond to safeguarding concerns.

ISD Sportverein Manager

Coordinates safeguarding responses within the Sportverein and liaises with relevant school personnel where necessary.



ISD Sportverein Board Chair

Responsible for ensuring that the Sportverein fulfills its safeguarding and legal responsibilities.

ISD Director of Sports and Activities

Provides leadership and oversight regarding child / young person safety within extracurricular and athletic programs at the International School of Düsseldorf.

5. Preventative Measures and Best Practices

The ISD Sportverein adopts robust safeguarding practices designed to promote participant wellbeing and minimise risk.

Recruitment and Vetting

All staff, coaches, and volunteers must undergo appropriate screening procedures, including submission of an extended certificate of good conduct (*Erweitertes Führungszeugnis*), renewed in accordance with legal and organisational requirements.

Child Protection Training

All staff and volunteers must complete:

- Full safeguarding and child protection training every three years
- Annual refresher training covering:
 - legal obligations
 - recognising indicators of abuse
 - responding to disclosures
 - reporting procedures
 - confidentiality and professional boundaries

Access to safeguarding resources and trained child protection personnel will be provided throughout the year.



Physical Contact

Any physical contact with children / young persons must:

- be in response to the child / young person's needs,
- be age- and developmentally-appropriate,
- be openly observable where possible,
- never be secretive or unnecessary.

One-on-One Interactions

Employees and volunteers should avoid situations in which they are alone with a student and cannot be observed or interrupted. If a private conversation is necessary, doors should remain open or another adult should be informed.

Facility and Changing Room Safety

Appropriate supervision protocols are in place to ensure participant safety and dignity in changing areas. Adults must always change and shower separately from children / young persons.

Employees supervising changing areas should:

- remain nearby rather than inside changing rooms wherever possible,
- announce their presence before entering,
- avoid unnecessary entry or prolonged presence,
- ensure behavioural expectations are clearly communicated,
- respond appropriately to any concerns raised by children / young persons,
- remain sensitive to cultural, religious, disability-related, and gender identity considerations.

children / young persons should be encouraged to maintain independence appropriate to their age and developmental stage.

6. Incident Reporting Procedures

The ISD Sportverein follows a clear reporting and response procedure for all safeguarding concerns.



Observation or Disclosure

Any coach, volunteer, or staff member who observes concerning behaviour or receives a disclosure must:

- respond calmly and appropriately,
- avoid investigating independently,
- accurately document the concern using official reporting procedures,
- maintain confidentiality.

Internal Reporting

All safeguarding concerns must be reported immediately to the designated Child Protection Representative/Safeguarding Coordinator, who will take the initial lead in responding to the concern and will keep the ISD Sportverein Manager informed throughout the process.

ISD Students

Where a concern involves an ISD student, the matter will be managed in accordance with the ISD internal Child Protection procedures and referral pathways.

Non-ISD Students

Where a concern involves a participant who is not an ISD student, the Sportverein will follow a similar safeguarding investigation and risk assessment process. However, the case will not involve the ISD Child Protection Response Team and will instead be managed through the Sportverein safeguarding structure, with consultation from external agencies where appropriate.

External Consultation and Support

Where necessary, consultation may occur with external agencies including, but not limited to:

- KidsCare,
- the Zentrum für Schulpsychologie,
- the Jugendamt,
- the police.

Appropriate emotional and practical support will be offered to affected individuals throughout the process.



7. Allegations Against Sportverein Employees, Coaches, or Volunteers

Management of any allegation of abuse toward a child / young person must take into consideration the Sportverein's duty to the child or young-person, duty to the alleged perpetrator and the duty to the law and mandatory reporting obligations.

An allegation refers to any concern that an employee, coach, volunteer, or adult associated with the Sportverein has:

- a) harmed or abused a child or young person, including physical, emotional, or sexual abuse, exploitation, or neglect;
- b) behaved in a way that may constitute a criminal offence involving a child or young person;
- c) behaved in a manner indicating they may pose a risk of harm to children; or
- d) behaved in a way that calls into question their suitability to work with children.

There may also be situations where behaviour does not meet the threshold for a formal allegation but still causes concern or discomfort. Such concerns must also be reported and addressed appropriately.

Any allegation or concern involving a coach, volunteer, or employee must be reported immediately to:

- the designated Child Protection Representative/Safeguarding Coordinator
- the ISD Sportverein Manager.

The Sportverein Child Protection Representative and Sportverein Manager will then inform the ISD Sportverein Board Chair and Director of Sports and Activities as appropriate.

Together, the responding team will determine the appropriate next steps, including:

- immediate risk management measures and protective actions, which could include immediate removal from responsibilities during the investigation,
- consultation with ISD safeguarding personnel,
- referral to external agencies where necessary,



- documentation and follow-up procedures.

Where the allegation involves an ISD student, the matter will additionally follow ISD internal child protection procedures.

Final Remarks

By adopting this safeguarding procedure, we have taken an important step toward making our club a safe place for all members. This is an ongoing process and we commit ourselves to consistently implementing, regularly reviewing, and further developing the measures established here.

Protection against sexualised and interpersonal violence is a collective responsibility. Every Sportverein member bears the responsibility of ensuring that we foster a culture of attentiveness and mindfulness. We encourage everyone to remain vigilant, to voice concerns openly, and to actively advocate for respectful interaction.

Our goal is to create an environment in which all athletes, coaches, volunteers, and employees feel safe and valued. This is the only way we can fulfill our mission as a sports club and convey the positive values of sport.