



Role description Confidential Contact Person

- 1) The general duties of a confidential contact person include being available to members, trainers and anyone else connected with the association when problems or incidents occur within the association.
- 2) In addition, a confidant has the following duties:
 - a) a confidential contact person guides the person in question in the further course of the report;
 - b) a confidential contact person mediates, answers questions, records (anonymously) and refers to support agencies if necessary;
 - c) a confidential contact person deals with all cases in strict confidentiality and ensures that this confidentiality is guaranteed;
 - d) a confidential contact person documents the incoming alerts in which the name of the person reporting will never be mentioned;
 - e) a confidential contact person may inform the board of the association of the fact that matters have been reported. A report will be made about the content made if the reporting party agrees;
 - f) a confidential contact person shall notify the board of the association of matters relating to member safety.
- 3) Matters pertaining to the safety of members means at the minimum:
 - a) sexual harassment
 - b) aggression and violence
 - c) bullying
 - d) discrimination
 - e) internal crime
- 4) A confidential contact person is the responsibility of the then current board of the association.
- 5) The Board may, in the event of undesirable behavior by a confidential contact person, dismiss and replace that person at any time.
- 6) A confidential contact person will attend the course for confidential contact persons, this is offered by TU Delft.
- 7) In principle, a confidential contact person has a duty of confidentiality. This expires, however, if it violates criminal law.
- 8) For the purpose of the association's annual report, the number of reports that are received are reported to the board.
- 9) Further applicable codes of conduct for a confidential contact person are:
 - a) A confidential contact person pledges confidentiality to all those involved when approached.



- b) Exceptions to this are possible if written consent has been given by all concerned or for very urgent reasons as mentioned in point 6.
 - c) In the absence of written consent, a confidential contact person still has the option of breaking confidentiality, provided the following points are met:
 - i) every effort has been made to obtain consent from the person(s) involved,
 - ii) a confidential contact person is in moral dilemma by maintaining confidentiality,
 - iii) it is virtually certain that further confidentiality may harm the person(s) involved or third parties,
 - iv) a confidential contact person is convinced that breaking the confidentiality may reduce/prevent harm to person(s) involved or third parties,
 - v) there is no other way to reach a solution than to break confidentiality.
 - d) If such a situation arises, a confidential contact person shall discuss his/her reasoning for breaking confidentiality with the board before the confidentiality is broken.
 - e) A confidential contact person will disclose to the person(s) involved that confidentiality will be broken before this is actually done.
 - f) A confidential contact person may at any time refer the person(s) involved to another confidential contact person or authority when he/she does not wish to break confidentiality.
- 10) When in doubt by both the confidential contact person and/or the current board, it is always recommended to call the helpline of Centrum Veilige Sport (Centre for Safe Sport): 0900 20 25 590.

*The role content is based on the document 'Werkwijze signalen Vertrouwenscontactpersoon vereniging (VCP-V)' from the NOC-NSF.

**This is an unofficial translation. Some content may not be accurately translated, therefore the Dutch documents are leading.