



# LIFESAVING SOUTH AFRICA SAFEGUARDING POLICY

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POLICY AGAINST HARASSMENT, ABUSE AND POOR PRACTICE

LIFESAVING SOUTH AFRICA | SAFE SPORT  
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## ACKNOWLEDGEMENTS

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# 1 INTRODUCTION

**LIFESAVING SOUTH AFRICA (LSA)** is the recognised national association for Lifeguarding and Lifesaving Sport in South Africa. **LSA** is the national authority on Lifeguarding and the delivery of Lifesaving Sport in the effort to prevent drowning and building an active and winning lifesaving sporting nation in South Africa.

**LSA** is the controlling body for the preparation and delivery of all **LIFESAVING** competitions and events locally, interprovincially and internationally including but not limited to the Olympic Games, Paralympic Games, Commonwealth Games, World Games and All Africa Games.

**LSA** recognises its responsibility for safety in the sport of **LIFESAVING** as set out in the National Sport and Recreation Act 110 of 1998 as amended by the National Sport and Recreation Amendment Act 18 of 2007 in the Republic of South Africa, clause 6.1 which reads “National Sports Federations must assume full responsibility for safety issues within their sport and recreation disciplines.” Clause 2.4.6 of the SASCOG Constitution 2015 requires member organisations “to take action against any form of discrimination and violence in sport”.

Included in its objectives are the following:

- Affiliation to and/or recognition by the appropriate international, continental, and regional **LIFESAVING** organisations and for these purposes to act as the recognized national **LIFESAVING** body for the Republic of South Africa.
- Act against any form of discrimination and violence in **LIFESAVING** in South Africa.
- Adoption and implementation of WADA’s Anti-Doping Code, thereby ensuring that **LSA** aligns to international anti-doping policies, rules, and regulations.

**LSA** must create an atmosphere in which everybody who participates in **LIFESAVING** in South Africa can have a safe, rewarding, and positive experience.

Harassment and abuse can occur in any organisation and/or sport and could impact on the wellbeing of everyone, as well as **LSA** and its members. **LSA** strongly subscribes to the protection of everyone involved in **LIFESAVING**. **LSA** believes that all members, athletes, coaches, officials, staff and volunteers who wish to participate in **LIFESAVING**, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect.

Safeguarding in **LIFESAVING** in South Africa is the responsibility of **LSA** and they will endeavour to ensure all their staff, volunteers, operations and programmers do no harm to children or vulnerable adults, or expose them to harassment, abuse, or exploitation.

It is, however, increasingly becoming best practice to think about how we safeguard everyone in our organisations at all times, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment.

Everyone connected to **LIFESAVING** should know how to keep children and adults safe. They should have appropriate learning opportunities to develop and maintain the necessary attitudes, skills and knowledge to do this. Partners, associates and other organisations that contribute to business operations should have safeguarding measures in place which are consistent with these standards. The communities you work with should understand your commitments to safeguarding and what to do if concerns arise.

**LSA** is committed to safeguarding and protecting all members, including those who participate in the sport of **LIFESAVING** from harassment and abuse; ensuring that all participants are treated with respect and dignity.

Everyone has the right to participate in **LIFESAVING** in an environment free from non-accidental harm irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

**LSA** recognises that the welfare of all who take part in **LIFESAVING** regardless of their role is important and put the safety and well-being of all participants at the centre of everything we do.

**LSA** recognizes that whilst any participant can be subjected to harassment and abuse, certain groups may be more vulnerable to harassment and abuse including but not limited to:

- Children
- Young Adults
- People with a Mental and/or a Physical Disability
- Competitive Athletes
- Women
- Elderly Persons, and
- Other Vulnerable Adults

**LSA** is committed to implementing robust procedures to safeguard and protect all participants in **LIFESAVING** including procedures to address the risks associated with specific vulnerable groups.

**LSA** recognises that the prevention of harassment and abuse in sport requires a systematic and coordinated approach both nationally and internationally. This includes working with the South African statutory authorities, the South African Sports Confederation and Olympic Committee (SASCOC) and with the internationally recognised regulatory bodies to safeguard participants in the sport of **LIFESAVING**.

**LSA** recognises that the effectiveness of safeguards are dependent on ensuring athletes and other participants are involved and engaged and receive appropriate training and support.

**LSA** is committed to the principles of safe sport and good governance and has developed policy and procedures for the prevention of harassment and abuse within **LIFESAVING**. **LSA** requires each club affiliated in any way to adopt and implement these policies and procedures.

## **2 BACKGROUND**

2.1. The Constitution of the Republic of South Africa (1996) includes a Bill of Rights which is a cornerstone of democracy in South Africa. It enshrines the rights of all people in South Africa and affirms the democratic values of human dignity, equality, and freedom. The Bill of Rights states that you cannot unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, and birth. The Bill of Rights recognises that everyone has inherent dignity and the right to have their dignity respected and protected. That everyone has the right to be free from all forms of violence from either public or private sources; not to be treated or punished in a cruel, inhuman, or degrading way, and that everyone has the right to bodily and psychological integrity, which includes the right to security in and control over their body.

2.2. South Africa ratified the United Nations Convention on the Rights of the Child on 16 June 1995. The rights of the child are included in the Bill of Rights of the Constitution of the Republic of South Africa (1996). The Bill of Rights states that the “A child’s best interests are of paramount importance in every matter concerning the child.” Included in the rights of the child is to be protected from maltreatment, neglect, abuse, or degradation.

2.3. The Children's Act 38 of 2005 as amended requires a person who has no parental responsibilities and rights in respect of a child but who voluntarily cares for the child



either indefinitely, temporarily, or partially, including a caregiver who otherwise has no parental responsibilities and rights in respect of a child, must, whilst the child is in that person's care:

- a. safeguard the child's health, well-being, and development; and
- b. protect the child from maltreatment, abuse, neglect, degradation, discrimination, exploitation, and any other physical, emotional, or mental harm or hazards.

2.4. Forms of harassment and abuse take place worldwide in all cultures and environments. Evidence of recent and non-recent incidents of harassment and abuse indicate it occurs at all levels of sport.

2.5. Although any participant in sport can experience harassment or abuse, sport-based research confirms that athletes are particularly at risk and some groups are more vulnerable than others. This includes elite athletes and athletes with a disability, especially if they are children or young adults.

2.6. The risk of harassment and abuse increases when there is a lack of protective measures in place that may mean that those who could have the motivation to harass, or abuse can do so without restriction.

2.7. Harassment and abuse can have significant long-term negative impacts on athlete participation and performance as well as general health and well-being, particularly if the athlete has not been able to disclose their experiences or access support.

2.8. **LSA** has an important leadership role in embedding a no-tolerance approach towards all forms of harassment and abuse. The International Olympic Committee (IOC) Consensus Statement: Harassment and Abuse in Sport (2016) highlights that "It is incumbent upon all stakeholders in sport both to adopt general principles for safe sport (...) and to implement and monitor policies and procedures for safe sport (...) which state that: all athletes have a right to be treated with respect, protected from non-accidental violence (...)"

2.9. In addition, the IOC Basic Universal Principles of Good Governance encompass safeguarding and makes it compulsory for organisations that belong to the Olympic movement to adopt these principles, implement relevant measures and monitor compliance.

### 3 PURPOSE

The purpose of **LSA's** Safeguarding Policy is to ensure that athletes and others taking part in **LIFESAVING** can do so without fear of harassment or abuse. The key objectives of the policies are to:

- Ensure everyone in **LIFESAVING** understands that all forms of harassment and abuse are unacceptable and will not be tolerated.
- Ensure anyone who has witnessed or experienced harassment or abuse within **LIFESAVING**, can report the incident without fear of victimization or retaliation.
- Ensure an appropriate and coordinated response to any incidents of harassment or abuse within or connected to participation in **LIFESAVING**, irrespective of whether they arise at local, national or international level.
- Implement effective measures that minimise the likelihood of incidents of harassment and abuse arising in **LIFESAVING**.
- Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in **LIFESAVING**.

### 4 DEFINITIONS

The following definitions are used in these policies and procedures:

- **Abuse** refers to any form of abuse or harassment which may occur in combination or in isolation and is expressed in one of the following forms. These are, but not limited to:
  - Psychological Abuse
  - Physical Abuse
  - Sexual Harassment
  - Sexual Abuse
  - Neglect
  - Bullying

Abuse and harassment can happen based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status, and athletic ability. It can include a once-off incident, or a series of incidents and it may be in person or online. Harassment may be deliberate, unsolicited and coercive. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.

- **Adult** means persons 18 years and older, men and women including persons with impairments.
- **Athletes** means all athletes of all ages.

- **Athletes with Disabilities** means those who have long-term physical, mental, intellectual or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others.
- **Board** means **LSA's** Management Board and National Council.
- **Bullying or Cyberbullying** means unwanted, repeated, and intentional, aggressive behaviour usually among peers, and involves a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone verbally or deliberately excluding someone. This can happen in the real world or the cyber world.
- **Child** means any person who has not turned 18 years of age unless, under the law applicable to the child, majority is attained earlier. Children are protected under the United Nations Convention on the Rights of the Child (UNCRC) which has been adopted by 197 nations. Early childhood relates to those below 8 years of age. A juvenile, young person and adolescent are 10-18 years of age.
- **Designated Safeguarding Officer (DSO)** means the designated persons (preferably one male, one female) from every club associated with **LSA** who are appointed and trained as the club's Designated Safeguarding Officers.
- **Grooming** refers to an individual working to create an emotional connection with a child to gain their trust with the distinct purpose of sexual abuse or exploitation.
- **Harassment** is defined by the unwanted nature of the action, which could include attention or the provision of items. It is for any given individual to determine what they consider to be acceptable and what they regard as offensive.

The Protection from Harassment Act 2010, defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know:

- a) causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably:
  - i. following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be;
  - ii. engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues; or
  - iii. sending, delivering, or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person; or

b) amounts to sexual harassment of the complainant or a related person.

(Also see definition under Abuse)

- **Hazing:** an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.
- **Homophobia:** antipathy, contempt, prejudice, aversion to or hatred towards lesbian, gay or bisexual individuals. This applies equally to any member of the LGBTQIA+ community.
- **Judicial Body** means a body which must be made up of a minimum of persons, and where possible should exclude the Federation's CEO and President, who will overview and preside over appeals of findings and recommendations of sanctions made in disciplinary enquiries.
- **LOC** means "Local Organising Committee" of a Major Sporting Event.
- **National Federation** means the National Federation, which is affiliated with **LSA**.
- **Neglect:** the failure of parents or caregivers to meet a child's physical and emotional needs or failure to protect a child from exposure to danger. This definition equally applies to coaches and athlete entourages.
- **Negligence:** the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
- **Non-accidental harm:** any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse, and child exploitation.
- **Officials** means members of the team or club involved in sport, including but not limited to, technical official, medical support, management, volunteer, coach and any other member of the team's entourage or person assisting at any sports event.
- **Person with a Mental Disability** can be a child under 18 years of age or an adult over 18 years of age who is, or may be, in need of services by reason of mental disability.
- **Person with a Physical Disability** can be a child under 18 years of age or an adult over 18 years of age who is, or may be, or might not be, in need of services by reason of physical disability.
- **Physical Abuse:** non-accidental trauma or physical injury that is a deliberate and unwelcome act such as punching, beating, kicking, biting, burning or otherwise harming an athlete. Such acts can also consist of forced or mandated inappropriate

physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices.

- **Psychological Abuse:** a pattern of deliberate, prolonged, repeated non-contract behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's inner life in all its profound scope. Psychological abuse means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilising, or any other treatment which may diminish the sense of identity, dignity, and self-worth.
- **Regulated activity** within the context of this policy is defined as regular contact with children, young adults, persons with a mental disability or other adults who may be vulnerable to harassment and abuse. Being an employee (staff or volunteer) of **LSA** or its affiliated members and clubs does not imply involvement in regulated activity in itself. It is only when the staff member or volunteer has close contact with children, young adults, adults with a mental disability, or other vulnerable adults that they fall within the scope of regulated activity.
- **Regular contact** is defined as more than once per month.
- **Safeguarding Awareness Certificate (SAC)** means the safeguarding training to be completed by every coach affiliated to **LSA**.
- **Safe Sport:** an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes.
- **Safeguarding Partner** means a person or organization appointed or approved by the National Council of **LSA** as an outsourced partner to consult on any or all matters pertaining to Safeguarding within **LSA**. This may refer to any form of abuse, harassment or proactive measures including but not limited to recruitment, safeguarding for competitions, games and events or any matter that **LSA** feels may need assistance in Safeguarding.
- **Safeguarding Policy** means this document concerning the protection against Harassment and Abuse in **LSA**.
- **Senior Safeguarding Officer (SSO)** means the lead person appointed by **LSA** in all matters pertaining to Safeguarding.

- **Service Provider** means any person or organisation who or that renders a service, no matter what the nature of that service is, to any club, competition, function that is in any way affiliated to **LSA**
- **Sexism:** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism.
- **Sexual Abuse:** any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced or manipulated, or is not or cannot be given.
- **Sexual Harassment:** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.
- **Staff** means all people who are working for some form of remuneration which may include, but not limited to cash or favour, and who are bound or not bound by a contract of employment for any club or structure affiliated to **LSA**.
- **Volunteer** means any person, adult or child who is working or assisting **LSA** or assisting any club or structure affiliated to **LSA** in the continuation of any service, event or function or serving on any committee, or volunteering in any capacity for any function in any structure including but not limited to team preparation and delivery at Major International Events or Major Games and contributing to Committees and Commissions of any structure affiliated in any way to **LSA**.
- **Vulnerable Adult** is any person aged 18 or over who is, or may be, in need of services by reason of disability, age or illness, and who is, or may be, unable to take care of him or herself, or is a person over 18 years of age who is unable to protect him or herself against significant harassment, abuse or exploitation related to their athletic ability, race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or birth. In the context of South Africa where there are high levels of gender-based violence, some women may be considered vulnerable. Other groups who may be vulnerable in a South African context include the LGBTQIAP+ community, marginalised gender identities, refugees and people living with HIV/AIDS.
- **Young Adults** are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience they might not have developed resilience and may be more at risk of exploitation, harm or abuse.

## 5 **SCOPE**

- 5.1. The **LSA** Safeguarding Policy applies to all members and members of the athlete entourage including but not limited to coaches, trainers, chaperones, judges, agents, medical personnel and any individuals acting on behalf of **LSA** such as directors, officials, administrators, members, and service providers whether employed, contracted or voluntary (herein referred to as a “participants”).
- 5.2. The **LSA** Safeguarding Policy applies specifically to any incidents of harassment and abuse that occur during or connected to participation in any **LIFESAVING** activities or connected to any activities where the participant is representing **LSA**.
- 5.3. Where a participant is under a contract of employment with **LSA** and an incident of harassment or abuse occurs relating to their employed role, the employment procedures will apply. However, where a participant is sanctioned under employment procedures, this can be addressed under these procedures to the extent that it impacts on the participant’s suitability to continue to participate outside of their employment relationship.
- 5.4. **LSA** will implement safeguards aimed at protecting all participants in **LIFESAVING** from harassment and abuse irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or athletic ability.
- 5.5. **LSA** recognizes that in all matters concerning the care, protection and well-being of a child the standard that the child's best interest is of paramount importance, must be applied. **LSA** will implement safeguards specifically aimed at protecting all children participating in **LIFESAVING**.
- 5.6. Any incidents of harassment or abuse that are perpetrated against a child must be report to the relevant Child Protection Authorities (South African Police Service (SAPS), Department of Social Development, Registered Child Protection Agency) in accordance with the Children's Act 38 of 2005 as amended and the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 as amended.
- 5.7. **LSA** recognises that children and adults may participate in **LIFESAVING** activity, who are, or may be, in need of services by reason of mental or other disability, age or illness, and who are, or may be, unable to take care of themselves, or unable to protect themselves against significant harm, abuse or exploitation. **LSA** will implement safeguards specifically aimed at safeguarding children and adults



participating in Lifeguarding, Lifesaving Sport and all activities of **LIFESAVING** in need of care and support.

5.8. Any incidents of harassment or abuse that are perpetrated against a child or adult with a mental disability must be reported to the relevant Authorities.

5.9. The **LSA** policy and procedures are applicable to all levels of the sport and provides a framework for those involved in **LIFESAVING** to meet their duty of care towards all who participate in the sport regardless of whether they are a competitive or recreational athlete, staff, volunteers, spectators or service providers. The policy is mandatory for all **LSA** staff, members and volunteers. Any individual or organisation that is providing a service to **LSA** must also demonstrate that they comply with these standards. Anyone who manages or has overall responsibility for a **LIFESAVING** club or organisation must support their Safeguarding Officer to fulfil their role and ensure their organisation is fully compliant with this policy. All **LSA** members should also read and comply with the policy.

## **6 ROLES AND RESPONSIBILITIES OF LIFESAVING SOUTH AFRICA TO SAFEGUARDING**

6.1. **LSA** recognises that it has a responsibility for guiding all structures of **LSA** in safety in sport as set out in the National Sport and Recreation Act, 1998 (Act No.110 of 1998) as amended, clause 6.1 which reads “National Sports Federations must assume full responsibility for safety issues within their sport and recreation disciplines.”

6.2. **LSA** accepts our responsibility to implement safeguarding arrangements and procedures to protect all participants from harassment and abuse and will:

6.2.1. Provide effective leadership to promote and implement our safeguarding policy and embed a no-tolerance approach to harassment and abuse;

6.2.2. Identify a competent person(s) to assess and respond to safeguarding concerns;

6.2.3. Develop and implement codes of conduct which establish behaviours and boundaries by which all participants, no matter how senior, are held to account;

6.2.4. Ensure all participants understand and abide by the Safeguarding policy, procedures and codes of conduct;

6.2.5. Ensure all participants understand and comply with the policy, procedures and code of conduct when representing **LSA** at events;

6.2.6. Ensure all participants are provided with appropriate information and training to recognise, identify and respond to signs of harassment and abuse;



- 6.2.7. Share information with relevant stakeholders, including the South African Police Service, Child and Adult Protection Services, SASCOG and **LSA** Disciplinary Committee;
  - 6.2.8. Respond to all incidents or concerns, and provide appropriate support to the individual(s) involved, including the person who reported the concern;
  - 6.2.9. Ensure that confidential, detailed and accurate records of all concerns are maintained and securely stored;
  - 6.2.10. Ensure robust safeguarding arrangements and procedures are in place, including adequate background checks to prevent unsuitable individuals from being appointed to a position of authority;
  - 6.2.11. Ensure all members and their affiliated clubs have effective arrangements in place to protect participants from harassment and abuse within the club environment; and
  - 6.2.12. Ensure all participants representing a member or affiliated club at a **LSA** event understand and comply with **LSA's** policy, procedures and codes of conduct.
- 6.3. **LSA** undertakes to ensure that due diligence on every club affiliated to **LSA** is carried out to ensure that all **LIFESAVING** clubs have met best Safeguarding Practices. The due diligence and inspection of all safeguarding regulations and the assistance to all **LSA** clubs will be completed by the National Senior Safeguarding Officer (SSO) or the Federation appointed Safeguarding Partner.
- 6.4. **LSA** is to ensure that all applications for roles in the movement that involve “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.
- 6.5. **LSA** is to ensure all existing and new volunteers and employees working in roles that involves “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults; or where they hold a position of trust; or existing staff or volunteers who change their role to work with these vulnerable groups, are required to complete a vetting process.
- 6.6. **LSA** will always ensure that an appropriately qualified Senior Safeguarding Officer (SSO) is appointed, and the identity of that person is communicated to every club, and/or structure and Designated Safeguarding Officer (DSO) within **LSA**.
- 6.7. Expectation of **LSA's** Senior Safeguarding Officer (SSO):

6.7.1. **LSA's** Senior Safeguarding Officers should be one or two suitably qualified persons, preferably one man and one woman. Each one of them will act individually or in collaboration, when it is required.

6.7.2. The National Council or Management Board must appoint **LSA's** Senior Safeguarding Officers.

6.7.3. **LSA's** Senior Safeguarding Officers must be supported by an appointed Case Management Group or an appointed safeguarding outsourced service provider who will be able to assist the SSO in more technical matters.

6.7.4. **LSA's** Senior Safeguarding Officers have the following role and duties:

- a) To be the main point of contact for any DSO needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time;
- b) To be the main point of contact for **LSA** members about any request concerning the Safeguarding Policy or safeguarding matters;
- c) To ensure all reporting and investigation procedures set out in this Policy are understood and adhered to;
- d) To inform **LSA's** Judicial Body of any pending disciplinary or ethical enquiry;
- e) To provide, if requested, support to anyone who reports a case of possible nonaccidental harm, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of harassment and/or abuse.
- f) To implement and uphold all elements of the **LSA** Safeguarding Policy;
- g) To agree safeguarding plans with the LOC for Major Sports events;
- h) To respect the confidentiality, as set out in this Policy;
- i) To be informed by any person, especially a DSO, if there are any allegations that may in any way lead to the registering of a criminal offence and to ensure without fear or favour that the matter is reported to the relevant authorities in accordance with the applicable law and this needs to happen as soon as possible.

## **7 ROLES AND RESPONSIBILITIES OF PROVINCIAL ASSOCIATIONS AND DISTRICTS AFFILIATED TO LIFESAVING SOUTH AFRICA**

The responsibility to lead the implementation of this policy is shared with the Provincial Associations of **LSA**, who shall:

- 7.1. Adopt the **LSA** Safeguarding Policy and Procedures
- 7.2. Ensure all affiliated clubs have adopted the **LSA** Safeguarding Policy and Procedures
- 7.3. Ensure all clubs in their jurisdiction have a Safeguarding Officer and Safeguarding Policy in place.
- 7.4. Ensure that all events conducted under their jurisdiction have a Safeguarding Officer in place, that a risk assessment has taken place and that safeguarding measures have been implemented.

## **8 ROLES AND RESPONSIBILITIES OF LIFESAVING CLUBS AFFILIATED TO LIFESAVING SOUTH AFRICA**

- 8.1. All **LSA** clubs who provide services to children and adults have a common law duty of care to take such steps that are reasonable to ensure the safety and welfare of both children and adults. The safety and welfare of children and adults should be a priority for all **LIFESAVING** clubs.
- 8.2. The **LSA** safeguarding policy and procedures set out the minimum standards that **LIFESAVING** clubs should apply. **LSA** will provide support and guidance to clubs meet their help responsibilities.
- 8.3. All **LIFESAVING** clubs must ensure that:
  - the overall responsibility for safeguarding sits at the most senior level of their club;
  - there is at least one suitably trained and competent Safeguarding Officer designated within the club to take the lead role in dealing with safeguarding issues.
- 8.4. It is the responsibility of every **LIFESAVING** club affiliated with **LSA**, to:
  - Ensure that the Safeguarding Policy Document, Code of Ethics Document and Code of Conduct Document is available either online or in hard copy for anyone to view.
  - Ensure that they, at all times, have the appropriate number of DSO's appointed and that they have completed approved DSO training and required updates. The Club DSO must have undertaken a criminal record check, Child Protection Register Check and Sexual Offences Register Check as required

by law. It is recommended that each club appoint two DSO's - one male and one female.

- Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers are cleared against the Sexual Offences Register (as defined in the Sexual Offences Amendment Act of 2007), cleared against the Child Protection Register (as defined in the Children's Act of 2005) and have had Criminal Clearance checks done every 24 months.
- To assist the communities and schools, in which **LSA** may have clubs to understand our commitment to safeguarding including all relevant processes and protocols.
- To ensure that every person has the ability to report confidentially or anonymously on any challenges they may be facing and to encourage and motivate any person connected to the club, including but not limited to, the club executive, club members, club athletes, parents of athletes, administrators and/or technical officials to use the anonymous reporting platform if they feel they need to report anonymously.

#### 8.5. The responsibilities of the individual should include:

- Promoting the safety and welfare of children and adults.
- Promoting the importance of safeguarding.
- Ensuring that children are listened to and are involved in decision-making.
- Ensuring that everyone understands their roles and responsibilities in respect of safeguarding.
- Responding to safeguarding and poor practice concerns.
- Liaising with **LSA** and local Statutory Authorities.
- Working with other organisations as required.
- Acting as the designated person for criminal records checks and vetting processes.
- Ensuring all staff and volunteers, who are working with children or adults receive appropriate safeguarding awareness training and have access to advice on child protection, safeguarding and promoting the welfare of children through the Club Safeguarding Officer.
- All children and their parents are aware of behaviour that is not acceptable and how they can help to keep themselves safe.
- They support Whistle Blowing and take steps to ensure members, their parents/carers, and others, feel able to raise concerns without fear of negative repercussions.

- Confidentiality is maintained in relation to concerns and referrals and information is only shared on a genuine 'need to know' basis in line with confidentiality and information sharing guidance.
- That they comply with the **LSA** guidance on Safe Recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility.
- They comply with all applicable supplementary policy and guidance and accept responsibility for identifying and responding to any deficiencies or weaknesses in its arrangements for safeguarding and promoting welfare of children and adults.
- They work in partnership with **LSA** to ensure poor practice is addressed and any required remedial action is taken.

## **9 ROLES AND RESPONSIBILITIES OF PARTICIPANTS AND ANY PERSON AFFILIATED TO LIFESAVING SOUTH AFRICA**

- 9.1. All participants must comply with the **LSA** Safeguarding Policy, Procedures and Codes of Conduct and specifically not engage in, allow, condone, or ignore incidents of harassment and abuse and be supportive of other participants who report concerns.
- 9.2. Any participant who has reason to believe that another participant has or is experiencing harassment and abuse connected to their role in the sport has a duty to report.
- 9.3. Failure to comply with the policy and procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.
- 9.4. It is the responsibility of every person connected to **LSA**, no matter how they are associated with **LSA** to:
- 9.4.1. Have a basic knowledge of how to ensure the safety of all children and adults and to have completed their Safeguarding Awareness Certificate.
  - 9.4.2. Have appropriate opportunities to develop and maintain the necessary attitudes, skills and knowledge to do this.
  - 9.4.3. To assist the communities, we work with to understand our commitment to safeguarding including all relevant process' and protocols.
  - 9.4.4. To ensure everyone has the right to participate in **LIFESAVING** in an environment free from non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

9.4.5. Recognise that the welfare of all who take part in **LIFESAVING**, regardless of their role, is important and they place the safety and well-being of all participants at the centre of everything we do.

## **10 THE APPOINTMENT OF A RECOGNIZED NATIONAL SAFEGUARDING ORGANIZATION AS LIFESAVING SOUTH AFRICA'S NATIONAL SAFEGUARDING PARTNER**

**LSA** recognises that the prevention of harassment and abuse in **LIFESAVING** requires a systematic and coordinated approach. This approach needs to be adopted by everyone involved at club level, through to Provincial and National structures. It is for this reason that **LSA** has appointed a recognized National Safeguarding Organization. It is vital that in as much as legislation and best practice dictate that allegations be reported to various South African statutory authorities, International Federations, it is important that anyone affiliated to **LSA** have the ability to access the recognized **National Safeguarding Organization** to ensure best international safeguarding practices and compliance.

**LSA** recognises that the effectiveness of safeguarding is dependent on ensuring athletes and other participants are involved and engaged and receive appropriate training and support through the **National Safeguarding Organization** or a recognized safeguarding authority as approved by **LSA** for all 3 levels of training.

### **10.1 Safeguarding Awareness Certificate (SAC)**

Every person who comes into regular contact with minors, including but not limited to coach, administrator, technical official, volunteer, permanent contractor, hospitality staff, working within the structures of **LSA** complete their SAC certificate as soon as possible once this policy has been signed and ensure that it is renewed as required.

### **10.2 Designated Safeguarding Officer (DSO)**

Every club falling into the structures of **LSA** must ensure that their club appoints a DSO. It is highly recommended that every club appoint a male and a female DSO and that those persons complete their DSO course and the required refreshers.

### **10.3 Senior Safeguarding Officer (SSO)**

Every **Provincial and National** Office falling into the structures of **LSA** must appoint an SSO to assist all clubs within their region with any challenges pertaining to Safeguarding. It is also vital that the National Structure appoint an SSO.

# **11 RECRUITMENT AND VETTING POLICIES**

## **11.1 RECRUITMENT POLICIES**

### **Purpose**

**LSA** and its members must ensure all reasonable steps are taken during recruitment of staff or volunteers to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable adults.

### **Safe Recruitment for All Staff or Volunteers**

11.1.1. Any staff member or volunteer involved with **LIFESAVING** through **LSA** who may have significant access to children, young people, persons with a mental and/or physical disability and any other vulnerable adults must be vetted, to establish whether they have any criminal convictions or other past behaviour, for a Criminal Record and in accordance with The Sexual Offences Amendment Act and the Children's Act.

11.1.2. All applications for roles in the movement or federation that involve "regular contact" with children, young people, persons with mental and/or physical disability and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

11.1.3. All existing and new volunteers and employees working in roles that involves "regular contact" with children, young people, persons with a mental and/or physical disability and other vulnerable adults; or where they hold a position of trust; or existing staff or volunteers who change their role to work with these vulnerable groups, are required to complete a vetting process.

11.1.4. The **LSA** Safe Recruitment policy and procedures apply to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children, young people, persons with a mental and/or physical disability or other vulnerable adults or have access to their personal data.

11.1.5. Although the vast majority of staff and volunteers that work in **LIFESAVING** are committed, dedicated people who are motivated to work within the sport for commendable reasons, it is vital that all reasonable steps are taken to ensure that any unsuitable people or people who may cause harm to children, young people, persons with a mental and/or physical disability and other vulnerable adults are prevented from working with them.

11.1.6. The **LSA** Safe Recruitment policy and procedures aim to safeguard all participants in **LIFESAVING** from harassment, abuse or exposure to poor practice. **LSA** recognises that the majority of participants in **LIFESAVING** are children and that the



federation also offers programmes and activities for children and adults with a mental disability. **LSA** and its affiliated organisations and clubs have a statutory duty to vet staff and volunteers who have regular contact with children and/or persons with a mental disability.

11.1.7. **LSA** also considers that persons prohibited from working with children or persons with a mental disability may also not be suitable to work with young people and other vulnerable adults.

### **Minimum Standards for Safe Recruitment**

11.1.8. All potential and existing employees (staff and volunteers) must submit a police clearance certificate.

11.1.9. All potential and existing employees (staff and volunteers) must also disclose to their employers (on affidavit) that they have never been convicted of a sexual offence against a child or a mentally disabled person and that their name does not appear in Part B of the National Child Protection Register as a person deemed unsuitable to work with children.

11.1.10. All potential and existing employees (staff and volunteers) must provide the names of two referees who must provide a reference using the **LSA's** employee reference form.

11.1.11. **LSA** and its affiliated organisations and clubs must implement the minimum standards to check the suitability of individuals from working with children, young people, persons with a mental; disability and other vulnerable adults. Any concerns raised as to the suitability of an individual to work with children, young people, persons with a mental; disability and other vulnerable adults during the vetting of employees (staff and volunteers) must be investigated before a decision is made to appoint a new employee (staff or volunteer); or to continue to employ an existing employee (staff or volunteer).

11.1.12. If a concern has arisen during the vetting of existing employees (staff or volunteers) regarding their suitability to work with children, young people, persons with a mental and/or physical disability and other vulnerable adults, **LSA** or its affiliated organisation or club may suspend the employee (staff or volunteer) from all or some of their duties whilst an investigation is conducted.

11.1.13. As people who want to abuse children, young people, persons with a mental and/or physical disability and other vulnerable adults may seek out various avenues to gain access to children, young people, persons with a mental and/or physical disability and other vulnerable adults, it is important that the minimum standards for vetting are followed at all times, even where there is only one applicant for a position.



## One-Off Volunteers

11.1.14. All employees whether staff and volunteers of, **LSA**, its affiliated organisations and clubs will be required to complete the **LSA** vetting procedures. The only current exception to this is in the case of one-off volunteers who will only have supervised contact with children, young people, persons with a mental and/or physical disability or other vulnerable adults for a limited period of time. Examples would be:

- a. Parents or other volunteers helping out at a club fundraiser or event.
- b. Young people attending the club for a work experience less than once per month.

11.1.15. Where one-off volunteering leads to regular contact with children, young people, persons with a mental and/or physical disability or other vulnerable adults, the minimum standards for vetting employees must be fully applied.

## Parents

11.1.16. It is inappropriate to require parents, guardian or carer to undertake **LSA's** vetting procedures where their only role is to care for their own child or where they are responsible for an adult who requires support and care. However, in the event that the individual in question wishes to take on a role within the organisation or club that will bring responsibility for other children, young people, persons with a mental disability or other vulnerable adults the full vetting procedures must be applied.

## Additional Recruitment Measures

11.1.17. The following additional measures may be implemented when interviewing for a role in the federation to check the suitability of staff or volunteers to work with children, young people, persons with a mental and/or physical disability or other vulnerable adults:

- Considering the person's qualifications and experience for the role;
- Identifying a timeline of previous roles in other sports, and any other role that involved working directly with children, young people, persons with a mental disability or other vulnerable adults;
- Assessing attitudes and commitment to safeguarding;
- Assessing their previous experience of working with children both inside and outside of **LIFESAVING**;
- Giving the applicant a scenario of a safeguarding nature such as child not being collected after a **LIFESAVING** session and ask what they do in that circumstance;
- Asking the applicant if they have ever been refused work that involved contact with children, young people, persons with a mental and/or physical disability or other vulnerable adults or anything that the organisation or club should know that could affect their suitability to work with children, young people, persons with a mental and/or physical disability or other vulnerable adults.

11.1.18. In line with best practice, **LSA** recommends that the minimum standards for the vetting of applicants for roles in the sport in order to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable adults are renewed every two years.

## **11.2 SEXUAL OFFENCES REGISTER POLICY**

### **Purpose**

The purpose of this policy is to ensure compliance with Chapter 6 of the Sexual Offences Amendment Act of 2007. **LSA** undertakes to ensure that all staff and volunteers affiliated in any way to **LSA** are cleared in accordance with the Act.

### **Sexual Offenders Register Policy**

11.2.1. It is the policy of **LSA** that all adult persons working in any capacity, for a period of more than 5 days in a 3 months cycle, either as staff or in a volunteer capacity, including, but not limited to coaching staff, volunteers, technical assistants, administrators or service providers are cleared in the prescribed manner in accordance with Chapter 6 of the Sexual Offences Amendment Act 2007 and that they all have a certificate proving that the check has been conducted and that certificate is not older than 24 months and must be renewed every 24 months.

### **The Criminal Law (Sexual Offences and Related Matters) Amendment Act**

11.2.2. The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 of 2007 as amended makes provision for a National Register for Sexual Offenders and places responsibilities on employers and employees in respect of the act.

11.2.3. The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 of 2007 defines an employer as set out in the act as including any person, organisation, institution, club, sports club, association or body who or which, as the case may be: (i) employs employees who, in any manner and during the course of their employment, will be placed in a position of authority, supervision or care of a child or a person who is mentally disabled or working with or will gain access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate; (ii) owns, manages, operates, has any business or economic interest in or is in any manner responsible for, or participates or assists in the management or operation of any entity or business concern or trade relating to the supervision over or care of a child or a person who is mentally disabled or working with or who gains access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate.

11.2.4. **LSA** and its affiliated organisations and clubs are employers as defined in the CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 of 2007 as amended by virtue of the programmes and activities they deliver which include programmes and activities for children and persons with a mental disability.

11.2.5. The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 of 2007 as amended, defines employees as (a) any person who applies to work for or works for an employer, and who receives, or is entitled to receive, any remuneration, reward, favour or benefit; or (b) any person, other than a person contemplated in (a), who in any manner applies to assist or assists in carrying on or conducting the business of an employer, whether or not he or she is entitled to receive any remuneration, reward, favour or benefit.

11.2.6. All staff and volunteers of LIFESAVING SOUTH AFRICA and its affiliated organisations and clubs with regular contact with children and persons with a mental disability are employees as defined in the CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 of 2007 as amended.

11.2.7. **LSA** and its affiliated organisations and clubs cannot employ a person whose name appears on the on the National Register for Sexual Offenders if there is any likelihood they will come into contact with children or persons who are mentally disabled as a consequence of their duties. Failure to check employees against the register and not employ someone on the register is a criminal offence and is liable on conviction to a fine or to imprisonment for a period not exceeding seven years or to both a fine and such imprisonment.

11.2.8. **LSA** and its affiliated organisations and clubs as employers defined in the Act are required to apply to the Registrar of the National Register for Sexual Offenders for a prescribed certificate, stating whether or not the particulars of an employee as defined by the act are recorded in the Register. All employees (staff and volunteers) of **LSA** or one of its affiliated organisations or clubs that may come into contact with children or persons who are mentally disabled must be checked against the National Register for Sexual Offenders. Such vetting against the register must be done for all future employees and retrospectively for existing employees.

11.2.9. Employees are required by the Act to inform their employers if they have been convicted of a sexual offence against a child or a person who is mentally disabled, or is alleged to have committed a sexual offence against a child or a person who is mentally disabled and who has been dealt with in terms of section 77(6) or 78(6) of the Criminal

Procedure Act, 1977, irrespective of whether or not such offence was committed or allegedly committed during the course of his or her employment, must without delay disclose such conviction or finding to his or her employer. They must also disclose any conviction or finding when applying for a role within the organisation. Failing to disclose is a criminal offence liable on conviction to a fine or to imprisonment not exceeding seven years or to both a fine and such imprisonment.

11.2.10. **LSA** and its affiliated organisations and clubs are not a recognised organisation for the purpose of accessing the National Child Protection Register and the onus is on the employee to declare if they are named on the register. Where **LSA** and its affiliated organisations and clubs suspect an employee may have made a false declaration with regard to their name not appearing on the National Child Protection Register they will report the matter to the SAPS or Social Services for them to investigate.

11.2.11. Although **LSA** and its affiliated organisations and clubs are required to apply to the Registrar of the National Register for Sexual Offenders for a prescribed certificate, stating whether or not the particulars of an employee as defined by the act are recorded in the Register, the Registrar has indicated in writing that the issuing of clearance certificates and verifying of individuals for any purpose is not yet operational. The onus is therefore on the employee to declare if they are named on the register. In addition to obtaining a SAPS clearance certificate, employees must also disclose to their employers (on affidavit) that they have never been convicted of a sexual offence against a child or a mentally disabled person. This affidavit must be placed in the employee's file to be utilised at a future date once the Register becomes fully operational.

11.2.12. Where **LSA** and its affiliated organisations and clubs suspect an employee may have made a false declaration with regard to their name not appearing on the National Register of Sexual Offenders they will report the matter to the SAPS or Social Services for them to investigate.

### **11.3 CHILD PROTECTION REGISTER POLICY**

#### **Purpose**

The purpose of this policy is to ensure compliance with Section 126 of the Children's Act 38 of 2005. **LSA** undertakes to ensure that all staff and volunteers affiliated in any way to **LSA** are cleared in accordance with the Act.

#### **Child Protection Register Policy**

11.3.1. It is the policy of **LSA** that all adult persons working in any capacity either as staff or in a volunteer capacity, including, but not limited to coaching staff, volunteers,

technical assistants, administrators or service providers are cleared in the prescribed manner in accordance with Section 126 of the Children's Act 38 of 2005 and that they all have a certificate proving that the check has been conducted and is no older than 24 months and must be renewed every 24 months.

## **The Children's Act**

11.3.2. The CHILDREN'S ACT 38 of 2005 as amended makes provisions for a National Child Protection Register and states that no person whose name appears in Part B of the Register may manage or operate, or participate or assist in managing or operating, a school, club or association providing services to children. A person who fails to disclose the fact that their name is entered in Part B of the Register is guilty of misconduct and the person's services may be terminated as a result of non-disclosure.

11.3.3. No person managing or operating or who participates or assists in managing or operating an institution providing welfare services to children, including a child and youth care centre, a partial care facility, a shelter or drop-in centre or a school may allow a person whose name appears in Part B of the Register to work with or have access to children at the centre, facility, shelter or school, either as an employee, volunteer or in any other capacity.

11.3.4. All staff and volunteers in **LSA** who have regular contact with children must declare whether or not their name appears in Part B of the National Child Protection Register.

## **11.4 CRIMINAL CHECK POLICY**

### **Purpose**

The purpose of this policy is to ensure alignment to best pre-employment practice and further safeguarding. The purpose is to establish whether the person has a previous conviction for any crime which may be construed as negatively aligned to the position that is being applied for.

### **Criminal Check Policy**

11.4.1. It is the policy of **LSA** that all persons working in any capacity either as staff or in any volunteer capacity, including, but not limited to coaching staff, volunteers, technical officials, administrators or service providers must obtain a criminal check, and that all staff, volunteers or service providers have a certificate proving the check has been conducted and is not older than 6 months. Thereafter, all staff, assistants, volunteers, or service providers must be re-checked every 24 months.

## **12 POLICY & PROCEDURES FOR REPORTING CONCERNS**

### **Purpose**

The purpose of this policy is to ensure all employees and volunteers associated in any way to **LSA** are aware of the reporting structures. Furthermore, it strives to ensure that the threat of secondary abuse is reduced and likelihood of a successful prosecution of the perpetrator is increased.

The following procedures apply to any incidents, allegations or disclosures of harassment and abuse brought to the attention of **LSA**.

If a complaint of harassment or abuse is perpetrated by or against a child or an adult, any action taken must be in accordance with the Safeguarding policy and procedures. Where the alleged perpetrator is under the jurisdiction of another national federation, the matter will be reported by **LSA** to the relevant NF or National Olympic Committee.

### **12.1 REPORTING**

Concerns may fall into two categories: where the harm is happening in the context of **LIFESAVING**; or where the harm is happening towards someone connected with **LIFESAVING** but is occurring at home or in a context outside of the movement.

Concerns could be with regard to a current situation or a past (historical) situation.

Anyone can report an incident of harassment or abuse. Mechanisms for receiving the information can be in writing using a form or by email, or by phone to the National, Provincial, Club or Event Safeguarding Officer(s). Reporting can also be done through the appointed or approved Safeguarding Organisation's Anonymous Reporting App or an independent reporting authority.

In situations where the child or adult is considered to be in immediate danger it will be necessary to notify the SAPS or social services. In situations where there is no immediate danger, your duty of care is to refer the concerns to the most appropriate person or organisation to take action. This may be **LSA's** Senior, Club or Event Safeguarding Officer.

**12.1.1. Reporting:** Any staff member or volunteer who suspects child abuse must follow these steps outlined below for reporting the incident:

- Any disclosure of child abuse must be reported as soon as possible to the DSO.
- The staff member to whom the child made the disclosure will immediately complete the [Reporting Form \(Annexure A\)](#) and submit to the DSO within 24 hours of the disclosure being made.
- If a child makes a disclosure, the person to whom the disclosure was made must report this to the DSO.



- Under no circumstances may details of the abuse be divulged to any person other than the DSO unless the transference of this information will benefit the child directly.
- The DSO undertakes to report all incidents of child abuse to the SAPS.
- Any person may contact the appointed National Safeguarding Organization for telephonic advice

12.1.2. **Whistleblowing:** Although incidents can be reported directly by the affected individual, the term “whistle blowing” is used to describe a complaint relating to the conduct of an individual made by someone other than the affected person.

- **LSA** recognises that some individuals may be fearful of the consequences of making a complaint under these procedures, particularly where the perpetrator is in a position of authority. In these circumstances, where possible, the identity of the whistle blower will remain confidential.
- Any person who makes a complaint in good faith must not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory, or frivolous.

## 12.2 INFORMATION TO LIFESAVING SOUTH AFRICA

The procedure for the distribution of child abuse information to **LSA** is to be as follows:

Any DSO, to whom a disclosure is made, either directly or indirectly, must submit within 24 hours of receiving the report, inform the **LSA** Senior Safeguarding Officer.

The information needs to include gender of child, age of child, nature of abuse and where abuse happened. **No other details may be disclosed.**

## 12.3 GUIDELINES FOR RESPONDING TO A DISCLOSURE

- Stay calm and be reassuring.
- Find a quiet, but not necessarily private, place to talk.
- Ensure that the child knows that you believe what he or she is telling you.
- Listen, but do not press for information.
- Allow the child or adult to continue at their own pace and then reflect the conversation back to them in their own words to ensure you have heard correctly.

- Do not ask any further questions other than “is there anything else you would like to tell me?”.
- Tell the child you are glad that he or she has told you. Reassure them that they have done the right thing in sharing the information.
- Never promise the child that you will keep their secret but promise to tell only those you really must.
- If the child gives you permission, seek the DSO’s involvement.
- If it will help the child to cope, tell them that the abuser has a problem.
- Tell the child that you will do your best to protect and support him or her.
- If necessary, seek medical help and contact the police or social services.
- Acknowledge that the child may experience a range of feelings about the abuse such as anger, sadness and guilt. It is important to stress that the abuse was and is not the child's fault.
- Acknowledge that you may need help dealing with your own feelings. If necessary, ask your DSO for assistance.
- Always remain objective and do not allow personal matters, feelings, or pre-conceptions to cloud your judgment.
- The reporting and investigation of child abuse must ensure the safety of the child.
- Record in writing what was said using the child or adult’s words as soon as possible. Record dates and times, any names mentioned, to whom the information was given; information should be noted as given as facts, hearsay or opinion; and the record should be signed and dated.

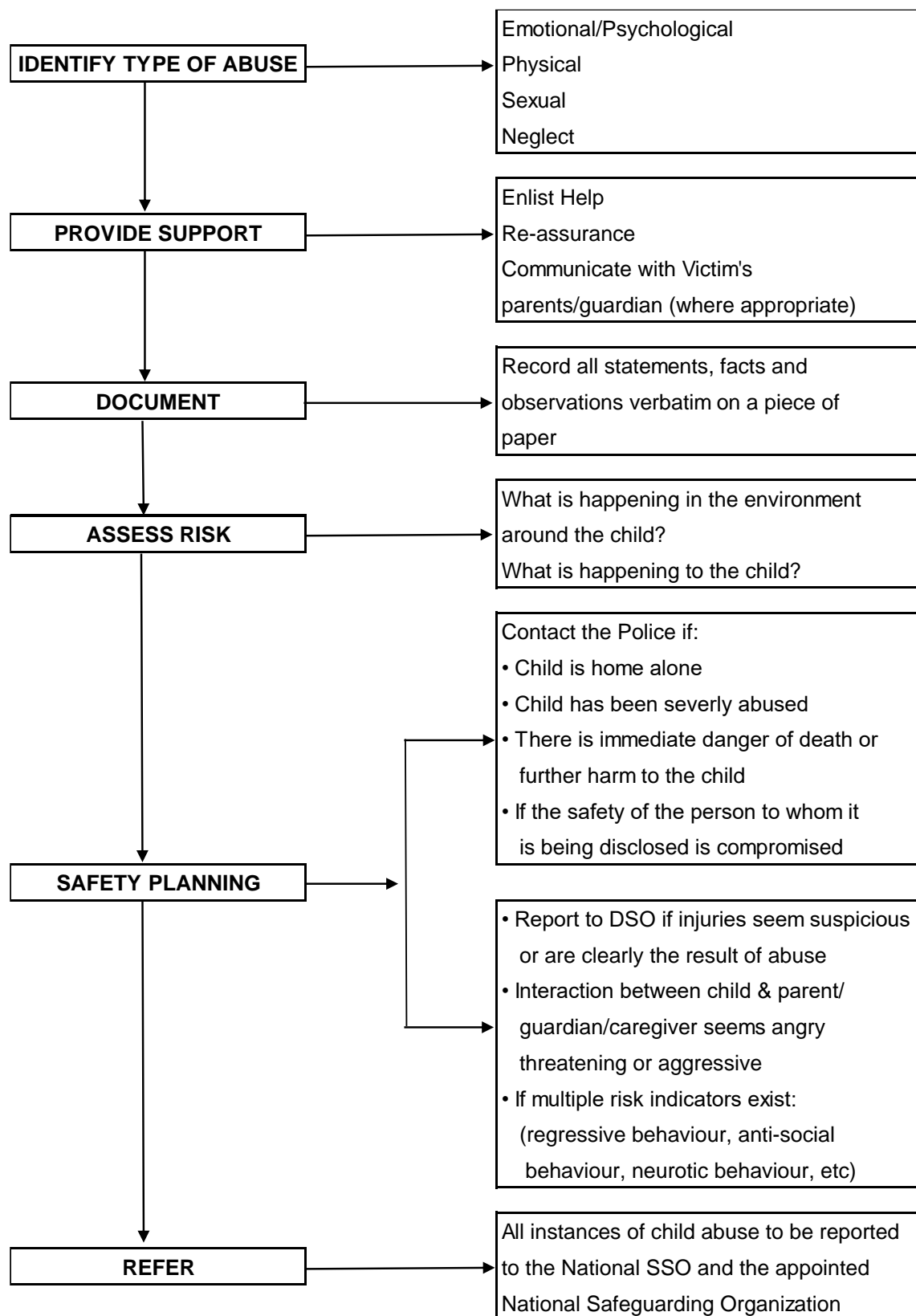
#### **Actions to Avoid:**

- Dismissing the concern (irrespective of whether you believe what you are being told or not, you should always report the disclosure, untrue disclosures even when the person is anonymous are rare)
- Panicking;
- Allowing shock or distaste to show;
- Probing for more information than is offered;
- Making promises that cannot be kept such as promising not to tell anyone;
- Speculating or making assumptions;
- Approaching the person who is the subject of the allegation or suspicion (this may put the child or adult at risk or jeopardise a criminal investigation);
- Conduct a personal investigation of the case;



- Making negative comments about the accused person.

## 12.4 PROCEDURE FOR RESPONDING TO ACTUAL OR SUSPECTED ABUSE



## 12.5 LEGAL RESPONSIBILITIES WHEN REPORTING

All staff and volunteers are legally bound to report all matters of suspected and actual child abuse to the SAPS, LSA SSO and the appointed National Safeguarding Organization.

## 13 GENERAL SAFEGUARDING POLICIES & PROCEDURES

### Introduction

LSA is committed to the safety of all athletes with special attention to the rights of children and subscribes to the Constitutional Right, “The Rights of a Child are Paramount.”. By this concept, LSA and all stakeholders, will, at all times, endeavour to safeguard children, not only from abuse, but also from anything else that may cause harm to a child physically and/or emotionally.

### 13.1 MEDIA POLICY

#### Purpose:

The purpose of this policy is to first and foremost ensure that all children are protected from exposure through the media. Children’s right to privacy must also be protected.

#### 13.1.1 Media Policy

Anyone interested in conducting any type of media interview (e.g. documentary film, drama workshop, interview etc.) in which children, staff or volunteers affiliated to LSA are involved, must

- Complete the [Photography and Videography of Children Application Form \(Annexure B\)](#) and submit it to the DSO of the club that the child is affiliated to.
- The application form must be accompanied by a [Photography and Videography of Children Consent Form \(Annexure C\)](#) which both parent and athlete (if between the ages of 12 and 18) must sign.
- For consent to be authorised the DSO for the Club and the Club Chairperson must have authorised the application.
- Once interview is completed, all data, film, photographs, recordings, etc. that are intended for public use in any way must be made available to the Club DSO with the understanding that the use of said materials can be denied, if deemed that the rights of any participant/subject are being infringed upon.

#### 13.1.2 The following methods of data collection are prohibited for all interviews:

##### 1. Asking direct questions to the children concerning their home or family life.

Journalists may not ask questions of under 18 athletes of a personal nature such as information about the child’s financial status, home situation and or personal relationships. Questions, such as listed below, but not limited to, are forbidden:

- Tell me where you live?
- What school do you attend?
- What grade are you in?
- Do you have a boyfriend/girlfriend?

Questions along these lines by a stranger can be an extremely traumatic experience for the child and it is almost impossible for the child to protect him or herself against such invasion of privacy. Furthermore, as stated by the Children’s Rights Centre: “Children will always have raised expectations of help from adults to whom they tell their stories, as a relationship of trust has been built”.

Every child must be informed beforehand of their right to not answer any questions that they are uncomfortable with.

Also note that if a child has been through any Children’s Court proceedings or is a Ward of the Court, no pictures are legally allowed to be taken of the child.

## 2. Visiting the home of a child.

No one will be allowed to visit the home of a child unless explicit permission is given by the parent, caregiver, and/or adult over the age of 18, who lives with the child.

## 13.2 PHOTOGRAPHY AND VIDEOGRAPHY POLICY

### Purpose

To regulate the taking and use of photographs and videos of children to ensure that anyone, no matter how they are affiliated to **LSA**, either as a staff member or volunteers adhere to good practice and maintain the safety and rights of all children.

### 13.2.1 Photography and Videography Policy

- Taking photographs or videoing people in public places in South Africa is legal, whereas consent needs to be given to photograph or video people in a private place. Reproducing and selling photographs of people is legal for editorial and limited fair use commercial purposes. Civil law requires the consent of any identifiable persons for advertorial and promotional purposes.
- The sport of **LIFESAVING** can benefit from the use of images of participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their involvement and achievements in the sport through photographs and video recordings. coaches also find it helpful to use photographs or videos as a tool to support an athlete’s skills development.

- The guidelines contained in this section have been developed with the aim of increasing the safety and wellbeing of children, persons with a mental and/or physical disability, young and vulnerable adults and for the avoidance of the following potential sources of harassment or abuse:
  - a. Using, adapting or modifying images for the purpose of harassing or abusing participants in the sport or to identify persons in-order to harass or abuse them;
  - b. Using images for child abuse purposes, or adapting and modifying them for this purpose;
  - c. The potential identification of a child from their personal information and the possible grooming which could occur as a result;
  - d. The potential identification of children that have been recognised as being at risk for reasons including:
    - Having been removed from their family for their own safety;
    - Restrictions on parental access following the separation of parents;
    - Being a witness in legal proceedings.
  
- **LSA** recognises that photos and videos on websites and social media, and in posters, the press or other publications, can be posing direct and indirect risks to children, persons with a mental disability, young people and vulnerable adults. Children in particular may be subjected to grooming, harassment, abuse and bullying as a consequence of an image recorded on any device.

The following policy and procedures are aimed at safeguarding children and adults participating in **LIFESAVING** from risks associated with the posting of images captured through any device:

- Provincial & district associations and affiliated clubs must follow the **LSA** policy for recording of images of athletes. The policy for recording of images applies to everyone including official photographers/videographers, athletes, coaches, parents, club officers, staff and spectators.
- Where the club conducts activities at a public venue they should consult the operators of the facility regarding their policy covering the recording of images.
- The recording of images of any form is prohibited in changing rooms, toilets and first aid areas. This includes the use of smart phones, which can take photographs and record video, in changing rooms, toilets and first aid areas.
- Any professional organizations or press photographing children at any club affiliated to **LSA** must complete the [Photography and Videography Application Form \(Annexure B\)](#). Thereafter no interview or photographs may commence unless the

child, their parent / guardian and the DSO have granted permission through the [Photography and Videography of Children Consent Form \(Annexure C\)](#) which both parent and athlete (if between the ages of 12 and 18) must sign.

- No photographer, professional or otherwise, may be alone with any child for the purposes of capturing any image, unless the said photographer is the parent or legal guardian of the child or has received permission from the club DSO.
- If imagery of an athlete under 18 years of age is published or used by the member or affiliated club for any reason the athlete's parents/carers must give consent. Any photograph or video of a child may not include the child's name without the permission of the child and parent/guardian. If the child is over the age of 12, the child's permission to capture any image must be obtained. If the child is under the age of 18, the child's parent/guardian must consent to any image being captured in addition to the permission of the child.
- An athlete's parents/carers should have the opportunity to refuse their child being photographed. This should not exclude the child from any member or club's activities.
- If the club is hosting an event, it should be made clear to all parents/carers if a designated photographer is going to be present and should be provided with the opportunity to confirm if their child is eligible to be included in photographs. It should also be made clear that there could be other parents/carers taking photographs during the event and in these cases, they will have submitted an application form and have agreed to only photograph the child(ren) they are responsible for. It is worth remembering that while their child(ren) should be the main focus of any imagery there is the potential for other children to be in the background of these photographs. Parents/guardians may only take photographs of their own children. If a parent/guardian wants to take a picture of another child, your child must appear in that photo and where possible the parents of the other child must give permission.
- Care must be taken when using any images showing children or vulnerable adults on websites, social media or other publications.
- Further considerations for capturing images include:
  - a. Action shots should demonstrate the spirit of the sporting activity and should not be taken if the athlete's sports-wear is torn or displaced.
  - b. Photographic or video images that appear ambiguous should be avoided as they can be used inappropriately and out of context by others (for example, images from some angles of athletes in unusual positions).
  - c. The photographs should focus on the action and, where possible, be a group shot as opposed to focussing on individuals.
  - d. Providing anyone who registers to take photographs during club activities should be provided with clear guidance as to what images are acceptable to capture.

- e. If the images are being taken by a member or club appointed photographer for the use of the club, it should be agreed who will take charge of the images and manage their use.
- f. Recognise that **LIFESAVING** presents a higher risk for potential misuse than other sports, so images of these activities should:
  - avoid showing the full face and body of a child or vulnerable adult – instead show children from the waist or shoulders up;
  - avoid images and camera angles that may be more prone to misinterpretation or misuse than others;
  - consider using models or illustrations if you are promoting an activity, rather than the children or vulnerable adults who are actually involved in it;
  - provide coaches who use images of athletes as part of their training with clear guidelines by which they are required to comply, including: use of the images, consents, and retention, safe storage and confidentiality.

**LIFESAVING** affiliated clubs should warn parents and spectators that there can be negative consequences to sharing images linked to information about their own or other people's children on social media (Facebook, Twitter) – and care should be taken about 'tagging'.

### 13.2.2 Recording of Images at Events

- Event organisers must ensure that the Photography and Videography Policy as stipulated in 13.2.1. is adhered to.
- If the event is taking place in a public space it may be difficult to enforce restrictions on the recording of images except in respect of the competition area. Parental consent is not required for photography by the public, so event organisers need to make the photography policy clear to all participants and parents ahead of the event.
- Event organisers should use event programmes, entry forms, information forms and signage to communicate the event's policy of the recording of images to all participants, officials, parents, spectators.
- Where an event organiser requires anyone wishing to take photographs to register, communicating this to the public is essential, together with establishing a straightforward process for doing so. Individuals will usually register via a basic form and receive a sticker or equivalent to indicate they have undergone the process. Staff, volunteers, participants, parents, spectators and the public need to be both informed about this process and encouraged to report anyone apparently taking photos without the necessary registration.
- Any concerns regarding the recording of images at an event should be communicated to the event organiser or the event safeguarding officer(s). If there are concerns or suspicions about potentially criminal behaviour this should include referral to SAPS.

- Event organisers must appoint a safeguarding officer for events that cater for children or vulnerable adults. For club events this may be the club's safeguarding officer.
- Where an official or professional photographer/videographer will be attending an event the members and affiliated clubs must:
  - inform parents/carers and children/vulnerable adults that a photographer will be in attendance;
  - ensure parents/carers and children/vulnerable adults consent to both the taking and publication of films or photos – see the recording of images consent form;
  - check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken;
  - issue the photographer with identification, which must be worn at all times;
  - provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour;
  - clarify areas where all photography is prohibited (toilets, changing areas, first aid areas, etc);
  - inform the photographer about how to identify – and avoid taking images of – children without the required parental consent for photography;
  - don't allow unsupervised access to children or one-to-one photo sessions at events;
  - don't allow photo sessions away from the event – for instance, at a child or vulnerable adult's home;
  - clarify issues about ownership of and access to all images, and for how long they'll be retained and/or used.

### **13.2.3 Guidance for Video Recording a Child during Training Sessions**

There should be a clear and valid reason as to why video recording a child during a training session would be necessary, a primary reason for this would be for athlete development and mastering a skill. If there is a valid reason, consent would need to be obtained from the athlete's parents/carers before video recording is completed and they should also be offered the opportunity to sit with the child when the video is reviewed. Once the content has fulfilled its purpose it should be deleted unless there is a valid reason for keeping the video recording.

### **13.2.4 Privacy Considerations**

Images or video recordings of children must be kept securely:

- hard copies of images should be kept in a locked drawer
- electronic images should be in a protected folder with restricted access
- images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones.



Avoid using any personal equipment to take photos and recordings of children – use only cameras or devices belonging to your organisation.

If you're storing and using photographs to identify children and adults for official purposes – such as identity cards – ensure you comply with the legal requirements for handling personal information (Protection of Personal Information Act).

### 13.2.5 Talented Young Athletes

As young athletes progress up the competitive ladder, their sporting success can lead to an increased public profile:

- elite-level events are more likely to take place in a public arena;
- **LSA**, it's members and affiliated clubs and events will look to positively promote the sport;
- elite young athletes who receive endorsements or sponsorship may welcome positive media coverage on a local, district, provincial or national level.

In these cases, some aspects of our guidance around the use of images and publishing identifying information are neither practical nor desirable.

Event organisers retain their duty of care to these athletes and a responsibility to safeguard them. They must ensure that children and their parents/carers consent to images being taken and what information will be published alongside them. It is important that good-practice guidance regarding supervision and the nature and use of images are applied.

In addition, athletes, their parents, and media representatives need to be clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions. Sports organisations should help to manage these issues as part of their overall support of elite athletes.

### 13.2.6 Use of CCTV by LIFESAVING SOUTH AFRICA and Associated Clubs & Facilities

If a **LIFESAVING** club or facility intends to use a live video stream of activities for parents to spectate, which is displayed in public areas, facilities should make sure that:

- all customers are aware;
- images are not recorded;
- footage is shown without sound (reduces potential identification of individuals);
- any cameras provide wide-angle, general views of the club house or training area;
- there are arrangements in place to respond to any concerns about anyone watching the stream whose behaviour gives cause for concern.

## 13.3 SERVICE PROVIDER POLICY

### Purpose

To ensure that all Service Providers who are contracted or volunteer to do any form of work within any club affiliated to **LSA** are aware of the need to safeguard all athletes and their presence is monitored whilst on the premises.

### 13.3.1 Service Provider Policy

- All service providers, paid or volunteer, who undertakes to work full-time or part-time in any club affiliated to **LSA** will be expected to have a clearance in accordance with the Sexual Offences Act and a Criminal Check. Any external service provider employed by any club affiliated to **LSA** on a temporary basis shall not be left alone with a child. A vetted employee of the club shall oversee the external provider at all times.
- All service providers, paid or volunteer, who undertake to work full-time or part-time in any club, are subject to the **LSA** safeguarding policy and procedures.
- No service provider, paid or volunteer, maybe alone with any child athlete at any time. No service provider, paid or volunteer, may be alone in any change room or toilet at any club or event, or tournament, at any time with an athlete.
- No service provider, paid or volunteer, may take any photos or videos of any athlete without first having adhered to the Photography and Videography Policy.
- No service provider, paid or volunteer, may drink alcohol or be drunk on the premises of any club affiliated to **LSA**.
- All service providers, paid or volunteer, who notice anything such as, but not limited to, behaviour or verbal communication that may be construed as placing an athlete, especially a vulnerable athlete at risk, will report it immediately to the Club DSO.

## 13.4 DRUG AND SUBSTANCE ABUSE POLICY

### Purpose

The purpose of this policy is to encourage all athletes, children and adults, to abstain from using drugs (other than those which are medically prescribed).

### 13.4.1 Drug and Substance Abuse Policy

South African Legislation prohibits the use of both illegal and dependence producing drugs. As a result, **LSA** declares all clubs affiliated to **LSA** to be drug free zones. This means no substance abuse, possession of illegal drugs or dealing in any illegal drugs or substances will be permitted in any club, tournament venue that has any affiliation, documented or not, to **LSA**.

Any DSO affiliated to **LSA** who needs to act in accordance with this policy with a child will always align, as far as possible, their actions to rehabilitative actions as opposed to punitive ones.

It is recommended that all clubs place signs around the club stating the club is a “**Drug Free Zone**”. The number of boards and position of placement is at the discretion of the DSO.

**LSA will not tolerate:**

- the use of any illegal or prohibited substances;
- the possession of drug-related equipment such as, pipes, bottle ends, foils, syringes or other drug paraphernalia;
- the use of or dealing in performance enhancing drugs;
- The use of any drugs defined by WADA (World Anti-Doping Agency) as prohibited drugs or substances that fall into the following categories androgens, blood doping, peptide hormones, stimulants, diuretics, narcotics, and cannabinoids are prohibited.

If any person, and more specifically any athlete is involved in dealing or selling of any of the above-mentioned substances, action will be taken either through the police or in a disciplinary hearing. The route of action will be decided by the DSO in alignment with National Legislation.

**13.4.2 Procedure for Searching**

Other than the Club Chairperson or Manager, the DSO and the service provider of the search, no one will be informed when a possible search may take place.

The DSO will decide on what areas of the club need be searched.

No property, including but not limited to bags, lockers, jackets, or private property of any person may be searched without the person being present.

The search will be performed by a trained narcotics dog, qualified narcotics dog handler and a drug specialist.

If, because of, the search there is a suspicion of drugs in someone’s private property, then the person (more specifically if it is a child) will be removed to a private place and have their property searched by a DSO of the same sex.

If a child is found to be in possession of a banned substance, the parents of that child must be contacted immediately. At least one parent/guardian will be expected to come into the club for a meeting to decide on a date for a disciplinary enquiry.

**No child will ever have their person searched.**

**13.4.3 Procedure for Testing**

**Deliberate Testing**

Any child found in possession of/ or using any illicit drugs in any venue or event, including but not limited to club-related functions including sport outings, tours, social events and/ or



competitions affiliated to **LSA** maybe subject to the following procedure after consultation with their parents:

1. Have a urine drug test administered;
2. If the child tests positive for a substance with a urine test, the child will first be interviewed by the DSO to determine the nature and extent of the child's involvement with the drugs (casual experimentation/habitual use/dependence/ dealing etc.) and to determine the appropriate response;
3. The child's parents must be informed of all steps taken to assist the child unless the DSO finds that informing the parents would negatively impact the child then the DSO must immediately refer the matter to the local office of the Social Development and the National SSO.

### **Conclusion**

The drug policy is for the benefit of all parties concerned. The aim of the policy is to assist, educate and guide athletes and specifically children who want to be helped or who need help.

Where possible the DSO will assist in the rehabilitation efforts of children.

## **13.5 ANTI-BULLYING POLICY**

### **Purpose**

**LSA** acknowledges that bullying exists in our society. It is the responsibility of all clubs affiliated to **LSA** to work together to address bullying. This Policy will help all clubs recognise and challenge bullying behaviour and increase proactive responses from bystanders.

#### **13.5.1 Anti-Bullying Policy**

**LSA** is an organization that encourages all athletes to respect and accept individual differences and promotes fairness for all. **LSA** has a zero tolerance for bullying.

**Bullying** can be defined as repeated and deliberate actions or hurtful behaviour that is repeated over a period of time. The damage caused by bullying can frequently be underestimated and cause considerable distress to young people and could result in their health and development being affected.

#### **13.5.2 Forms of Bullying**

Bullying can involve all forms of harassment based on sex, race, religion, disability or sexual orientation. It can be expressed in different forms including:

- **Verbal:** name calling, spreading rumours, persistent teasing, abuse, putdowns, sarcasm, insults, threats, harassment, insults against a member and/or his family, etc.

- **Physical:** spitting, pinching, hitting, punching, kicking, scratching, tripping, pushing, biting, pulling hair, throwing objects at another person, invading personal space to intimidate, and other forms of violent threats, etc.
- **Social/Psychological (Emotional):** excluding, ostracizing (group consents to deliberately exclude or ignore), alienating (one or more people excluded), making inappropriate gestures to humiliate, tormenting, ridiculing and mocking others, spreading stories and rumours; hiding, damaging or stealing possessions, malicious SMS or email messages, inappropriate use of camera and or cell phones, note passing with inappropriate comments or stand-over tactics, (like demanding money), etc.
- **Sexual:** unwanted physical contact, homophobic taunts, abusive comments, etc.
- **Racial:** racial taunts, graffiti, gestures, etc.

Bullying can occur between:

- An adult and young person
- A young person and another young person
- A parent and their child

With **LIFESAVING** Sport being competitive, the opportunity for bullying may be increased.

Examples within **LIFESAVING** could include:

- An athlete being picked on for being a weaker competitor;
- Parents pushing their child too hard;
- A coach adopting a win at all costs attitude;
- Officials putting undue pressure on athletes.

### 13.5.3 A Statement of Purpose

**LSA** seeks to promote quality safe sport that will help athletes to become self-directed. This outcome cannot be achieved when bullying occurs.

Athletes, coaches, parents and anyone who is affiliated or is a guest at **ANY CLUB** affiliated to **LSA** has a shared responsibility to create a safe and happy environment, free from all forms of bullying. Specifically, they have a responsibility to:

- Promote positive relationships that respect and accept individual differences and diversity within the whole club community.
- Support and promote the development of the anti-bullying plan.
- Actively work together to resolve incidents of bullying behaviour when they occur.

**ANY PERSON** affiliated with **LSA** can expect to:

- Be treated with dignity and respect.
- Know that their concerns will be taken seriously and handled in a sensitive manner.
- Be provided with appropriate support (for both the victim and the bully, including counselling by DSO if necessary).
- Understand that severe cases of bullying can result in suspension or even expulsion from the club.

**ANY PERSON** affiliated with **LSA** has the responsibility to:

- Treat other athletes and coaches with dignity and respect.
- Behave appropriately and respect individual differences.
- Refuse to bully and challenge inappropriate behaviour.
- Refuse to watch, laugh or join in when someone is being bullied.
- Report any bullying incident directed at self or others to the DSO.
- Help break down the code of secrecy.

**Staff and Volunteers** have a responsibility to:

- Model appropriate behaviour in word and action.
- Identify signs of bullying and try to prevent repeat offences.
- Respond quickly and sensitively to bullying reports and report all bullying incidents to the DSO.
- Assign consequences for bullying in consultation with the DSO.

**Parents and Caregivers** have a responsibility to:

- Explore their children's concerns.
- Be aware of the signs and symptoms of bullying for example, sport or training avoidance, persistent headaches, stomach aches, damaged clothes, bruises, sleep disturbance, etc.
- Contact the club promptly if bullying behaviour is suspected.
- Be willing to attend interviews at the club, when appropriate.

**The Club** has a responsibility to:

- Take parent concerns about bullying seriously.
- Provide members with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers.

- Provide parents, caregivers and members with strategies that promote appropriate behaviour, and information on the consequences of bullying.
- Communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.
- Follow up with appropriate action and document complaints of bullying, harassment and intimidation.
- Ensure ongoing strategies to prevent bullying behaviour.
- Ensure that all staff are aware of **LSA** Anti-Bullying stance.

## 13.6 SEXUAL HARASSMENT POLICY

### Purpose

Sexual harassment in sport takes on unique dimensions because of the power relationships established with coaches and because of the necessary focus on athletes' bodies. Recognition of sexual harassment in sport has come at the highest levels.

The International Olympic Committee: *“sexual harassment and abuse happen in all sports and at all levels. Prevalence appears to be higher in elite sport. Members of an athlete’s entourage who are in positions of power and authority appear to be the primary perpetrators. Peer athletes have also been identified as perpetrators. Males are more often reported as perpetrators than females...Research demonstrates that sexual harassment and abuse in sport seriously and negatively impact on athletes’ physical and psychological health. It can result in impaired performance and lead to athlete drop-out. Clinical data indicate that psychosomatic illnesses, anxiety, depression, substance abuse, self-harm and suicide are some of the serious health consequences.*

### 13.6.1 Harassment and Sexual Harassment

**Harassment** is defined by the unwanted nature of the action, which could include attention or the provision of items. It is for any given individual to determine what they consider to be acceptable and what they regard as offensive. In some situations, harassment can be considered to be a criminal offence and can lead to a restraining order or prosecution.

Harassment may be deliberate, unsolicited and coercive. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.

**Sexual Harassment** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.



### **13.6.2 Sexual Harassment Policy**

**LSA** is committed to providing a safe environment for all its staff, volunteers and athletes which is free from any sexual harassment. **LSA** will operate a zero-tolerance policy for any form of sexual harassment in any club, event, or competition and treat all incidents seriously, and promptly investigate all allegations of sexual harassment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

No one will be victimised for making such a complaint.

If the complainant in a sexual harassment allegation is an adult, then there is an expectation that the complainant informs the DSO of the allegation. The DSO must engage in a counselling session with the suspect, and inform them of the allegation, and explain the stance of **LSA** to sexual harassment.

If the complainant in a sexual harassment allegation is a child, then the DSO must immediately suspend all interactions between the suspect and the club pending the outcome of a disciplinary enquiry.

### **13.7 CHILD COLLECTION POLICY**

#### **Purpose**

To regulate who can and who cannot collect a child from any club, competition or function that is in any way affiliated to **LSA** and what procedures should be followed if a child is not fetched.

#### **13.7.1 Child Collection Policy**

The well-being of all children is of primary importance, and it is the responsibility of every coach to see that all children are always supervised safely when arriving and/or leaving the club.

Only the parent or guardian of a child may fetch a child from any club.

Occasionally, parents/caregivers may become delayed or unable to collect children from training sessions. If a child is to be fetched by someone other than the parent/guardian, the parent/guardian must contact the DSO and the coach and inform him/her directly.

#### **13.7.2 Procedure**

This procedure applies to the Parent or Guardian of any child at any club.

If a person other than the child's parent/guardian, arrives to fetch the child the following steps must have been taken:

1. The guardian/parent of the child must have given at least 2 hours' notice of the details of the person who will fetch the child.

2. The guardian/parent must furnish the club with the name, ID number and relationship to the child of the person collecting the child.
3. The alternative authorized person must be in possession of their ID document, passport or driver's license as proof of who they are.
4. If a person arrives and no notice has been given, the parent or guardian of the child must be contacted before the child is released.

If a person fails to arrive to fetch the child, the following steps need to be taken:

1. If the child has not been collected within 30 minutes of the agreed collection time, parents/ guardians must be contacted using the provided contact numbers. If after a further 15 minutes, contact has not been established the emergency contact numbers will be used and the club DSO must be informed.
2. The contact numbers of the parent/guardian and emergency numbers should be tried every 15 minutes for a period of 2 hours. If the contact has not been established after this time the SAPS should be contacted with a view to handing the child over as a child in need of care.
3. During this time, the child will remain in a safe and normal environment.
4. This procedure applies to all children.

Club officers must never leave a child under 16 years of age alone, and they must have written parental permission to leave athletes over 16 years of age on their own. It is recognised that some parents will allow their child to travel to and from training sessions on their own, or with club mates, and in these situations the parent would be required to notify the club of this. Clubs should have a collection policy to ensure coaches/volunteers stay with uncollected children.

Club coaches and officers should avoid:

- Asking the child to wait alone with them or being left alone with any child who has not been collected.
- Taking any child home or to another location.
- Allowing the child to leave with another club member without permission.

### **13.7.3 Missing Children Guidance**

In the unfortunate incident that a child goes missing during club activities or at events it is important to remember that most children are found within a few minutes of their disappearance.

**LSA** provides the following guidance in relation to the actions that should be taken in this occurrence:

- Ensure any other young people you are responsible for are appropriately looked after while the search is being completed for the missing child.
- Organise all available adults to fully search specified areas, particularly obvious areas of danger.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Ensure that the area in which the child has gone missing is fully searched, including changing rooms, toilets, public and private areas.
- Ensure that there is a single point of contact for all individuals searching to report back to. This individual should record all of the events that have occurred as well as creating a physical description of the young person to include approximate height, build, hair and eye colour in addition to what they were last seen wearing, where and when they were last seen.
- If the young person has not been found within 20 minutes the SAPS should be informed, even if the search has not been fully completed.
- Once you have contacted the SAPS, they will advise if further action is required before their involvement. If the SAPS act upon your report, follow their guidance and requests for progressing the search.
- As soon as the young person is located be sure to communicate this to all individuals involved in the search.

#### **13.7.4 Releasing a Child to an Impaired Adult**

When an adult appears to be under the influence of any intoxicating substance and or otherwise impaired in their ability to get their children safely home, the following procedure must be instituted:

1. Where the adult in question is not the child's parent or legal guardian, the staff member or volunteer must contact the parent or legal guardian to make an alternative arrangement for the collection of the child. If the adult is the parent or legal guardian, the staff member or volunteer will contact the emergency contact person listed for the child to make an alternative arrangement and report to the club DSO.
2. When necessary, the staff member or volunteer will assist in making alternate arrangements for getting the child or children home safely.
3. If the person(s) is aggressive or threatening, the staff member or volunteer must call the local SAPS and move the child to a place where they cannot see or hear the aggressive adult or have to deal with the situation and report to the club DSO.
4. If the individual insists on taking the child, the staff member or volunteer must report the individual to the SAPS and report the situation to the DSO.

5. The staff member or volunteer is required to complete the [Checklist for Intoxication Form \(Annexure D\)](#) as the report on the incident in full and submit to the DSO.
6. The incident report must be handed to the DSO and a copy must be kept by the club.

## 13.8 TRAVEL AND TOUR POLICY

### Purpose

Travelling to away games and having trips away from home should be both safe and fun for everyone (which includes all those aged under 18). It should be a chance for everyone to grow in confidence, self-esteem, and skills.

Parents and carers will often worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

### 13.8.1 Travel and Tour Policy

It is the Policy of **LSA** that every trip or tour, no matter whether it is a day trip or longer, in that it would include overnight stays, must be cleared by either the club DSO or the tour DSO. If there is a child or a vulnerable athlete on the trip, the [Trip and Tour Checklist \(Annexure F\)](#) must be completed and sent through to the National SSO.

The checklist is a guide to assist the club or team with ensuring that all safeguarding protocols and overviews have been considered.

### 13.8.2 Travel Guidelines

**LSA** members and affiliated clubs have a duty of care to safeguard athletes which includes having the appropriate levels of supervision in place if athletes are taken to events or camps.

If **LSA**, a member or an affiliated club take athletes away overnight, or over multiple nights, they will be responsible for the safeguarding and wellbeing of the athletes as soon as they have received the athlete from their parent/carer and will remain responsible until the athlete is handed back to their parent/carer.

**LSA** would expect the following people be included in away trips:

- A Safeguarding Officer – this could be a club safeguarding officer or a competent person appointed to the role for the event or camp only.
- Head Coach
- Chaperone(s)

### 13.8.3 Tour and Trip Safeguarding Officer

The safeguarding officer appointed for a specific trip may not necessarily be the same one as appointed by **LSA** or a club but they should ideally have completed the **LSA** training for Safeguarding Officers.

The safeguarding officer for this role should:

- Ensure that all individuals on the trip know that they are the safeguarding officer for the duration and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for all athlete's parents/carers in the event that they will be needed during the trip.
- Hold the medical information for all athletes to ensure that they are accessible if needed during the trip.
- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip.
- In the instance of any ongoing concerns, refer them to **LSA** or Club Safeguarding Officer(s) if a different person.

### 13.8.4 Tour and Trip Chaperone

The role of the chaperones is to provide *loco parentis* supervision of the athletes on the trip, assist with the maintenance of their general care and wellbeing and to assist the Safeguarding Officer if and when required.

Individuals who operate in this role should:

- Not be undertaking a coaching role during the away trip.
- Have been vetted in line with **LSA's** Safe Recruitment Policy.
- Have attended some form of safeguarding training.
- Have their role fully explained and the associated expectations outlined to them before commencing the role. Meet with other trip leaders in advance of the trip to ensure that all roles and responsibilities are confirmed across the group.
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

If the group is fairly small, it's possible that a chaperone could also act as the Safeguarding Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.

In advance of any trips the chaperones should:

- Meet with the athletes they will be responsible for during the trip, and their parents.
- Be provided with the details of the trip including:
  - any booking details;
  - athlete and team leader room allocations;
  - the location of their room in relation to the athletes;
  - details of any transportation being provided;
  - any guidance that athletes have been provided with;
  - provide a signed copy of the relevant code of conduct and be provided with a copy of the athlete's code of conduct;
  - identify the nearest medical facilities.

During the trip, chaperones should:

- Have a room on the same floor as the athletes and ideally as close as possible so they can be easily contacted by athletes;
- Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations;
- Check all athlete's rooms on arrival to ensure they are secure;
- Check if unsuitable channels can be accessed on the television in the room and if so, request for these to be blocked;
- Check that the in-room telephone is operational;
- Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them.

### 13.8.5 Planning the Trip

Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue.
- Allocate rooms based upon age and gender, considering parent and athlete requests where possible.
- Under 18's should not share a room with an over 18-year-old even if they are of the same gender. It potentially exposes an adult as well as a child and is a situation that should be avoided. If this has to happen (for budget, hotel or tour number reasons), this must be discussed and agreed upfront and parental approval documented. Parents must sign a consent form for under 18's. If the athlete is over 12 years, the athlete must sign consent too. The over 18-year-old must be fully vetted.
- All athletes should have their own bed. In some cases, hotels only provide beds that need to be shared and **LSA** are responsible to plan before the tour to accommodate athletes as best as possible based on age and gender. The athlete's preferences

must be taken into consideration and parents must be informed and sign consent. No under 18 and over 18 may share a bed unless they are family members.

- Ideally all athletes should be on the same floor, with club officers' rooms at either end.
- Ensure that guidelines are in place for the use of any in-room telephones and televisions.
- How club officer contact details, and the guidance for using these, will be provided to athletes and their parents/carers.
- The development of an emergency plan and contingency plan in the event of illness or injury.
- Circulate travel and behavioural policies to all athletes and parents prior to the trip.
- Distributing and collating all required forms to and from parents/carers.

### **13.8.6 Emergency Plan**

In the unfortunate occurrence of an incident, the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:

- a. The nature of the emergency and who is involved.
- b. The action to be taken to maintain the wellbeing of the athletes and manage the current situation.
- c. Confirming any injuries and providing medical assistance if required.
- d. Nominating which member(s) of the team leading the trip would accompany the individual requiring medical attention.
- e. Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified.
- f. Where required, who will notify the Police of the incident.
- g. Who will be responsible for contacting the parents/carers of the athlete(s) involved.
- h. When and who should contact the Safeguarding Officer.
- i. Who will create a written record of the incident?

## **13.9 TRANSPORT POLICY**

### **Purpose**

There are times when athletes, including child athletes will need transportation to functions, tournaments and/or events and the purpose of this policy is to ensure that they are always safe.

### **13.9.1 Transport Policy**

It is the policy of **LSA** that the DSO of every club affiliated to **LSA** ensure that any arranged transport meets the following criteria:



1. The driver of the vehicle has a full driving permit which is older than five years for the vehicle to be used for transport.
2. The vehicle to be used for transport has a full-service record and that services of the said vehicle are up to date.
3. The motor vehicle complies with all appropriate legislation.
4. The motor vehicle has appropriate insurance, and it covers business use.
5. Where possible, the vehicle's fuel will be filled prior to the children embarking to reduce the possibility of the vehicle having to stop at a filling station with any athletes in the vehicle.
6. The vehicle will be registered with a breakdown service to provide an emergency response should there be a problem.
7. If the transport vehicle is always equipped with safety harnesses then, all passengers will be correctly strapped in.
8. When using the motor vehicle, a cellular phone will always be available in case of an emergency, but the cellular phone will not be operated whilst driving.
9. A first aid kit must be carried in the vehicle in the case of an emergency.
10. No child or children may be left alone in a vehicle.

## **13.10 CHANGE ROOM POLICY**

### **Purpose**

There are times when athletes, sometimes child athletes will be in the changeroom at their club or even at events at other clubs for the purpose of using toilet facilities or changing into appropriate **LIFESAVING** attire.

### **13.10.1 Adults using the Changing Rooms at the same time as Children**

Ideally, separate changing facilities should be provided for adults and children; adults should not be permitted to get changed in the same room at the same time as children.

Children, especially younger children, should have sole use of changing facilities when changing. This obviates any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. Even when using public facilities, arrangements can be considered to address any potential concerns:

- There may be a separate room/facility available for the younger athletes.

- If not the D.S.O. must negotiate specific time slots for younger groups, and the coaches/helpers, to have exclusive use of the changing rooms.
- Children and young people may opt to change at home before they arrive for the activity.

### **13.10.2 Privacy and Self-consciousness**

Many children and young people are very self-conscious and anxious about undressing in front of others. Staff/volunteers should consider offering the option of changing at home as a matter of course.

If mixed use of the changing facility is unavoidable, then at least two members of staff (of the same gender as the children) should supervise the group. It is important that staff/volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

### **13.10.3 Supervision in the Changing Facility**

It is not recommended that supervision is provided within changing rooms as this puts both the adult and children at risk of harm or allegation. Instead, clubs may wish to place a club official outside of the doors to the changing room which enables children to call for assistance if required.

In some cases, supervision within the changing facility is required:

- a. Children are too young to be left alone or change themselves. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
- b. The group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional carer).
- c. Children could injure themselves or access a potential risk such as a swimming pool that is unattended.
- d. There are concerns about bullying, fighting or other troublesome behaviours taking place which need to be managed.

### **Who should Supervise?**

If you have decided that the children and young people need supervision, staff/volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

- a. Numbers: organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away.
- b. Gender: it is vital that children are supervised by staff/volunteers of the same gender while changing.

#### **13.10.4 Parents as Supervisors**

Parents are often involved in supervising children during sports activities and outings, and can provide valuable support to organisers and coaches. Where they are responsible only for their own child (or by agreement their relatives' or friends' child/ren) this constitutes a private arrangement outside the responsibility of the activity organisers. However, when parents undertake a formal supervisory role at the request of or with the agreement of the organiser which includes having responsibility for other people's children, the same steps should be taken to establish their suitability as for any other supervisory position (Recruitment Policy is to be considered).

#### **Changing Room Guidance for Parents:**

Parents should specifically be advised around:

- The type of changing facilities at the venue – for example, are they village (unisex) changing or separate for males and females.
- Whether changing facilities will be accessible by members of the public using the facilities as well as club members, and if club members over 18 years of age will be accessing them at the same time as members under 18 years of age.
- Avoiding being in the changing rooms whilst the athletes are changing unless their child required additional assistance. In these circumstances the parent/carer must be the same gender as the child unless there is access to a family changing room or the venue has village (unisex) changing facilities.

#### **13.10.5 Unisex Changing Facilities**

Separate changing facilities should be provided for males and females.

Where there are unisex (village style) changing facilities at the club or facility, no one should enter changing rooms whilst these are being used by members of the opposite sex.

Separate changing times should be provided for males and females.

#### **13.10.6 Mixed Gender Teams**

If teams are mixed gender arrangements to enable the groups to change separately should always be made. Solutions may include:

- each gender using a different room or facility,
- each gender having a distinct time slot,

- everybody changing at home before arriving,
- each gender having an allocated area of a larger shared facility.

### 13.10.7 Changing Room Policy

**LSA** affiliated organisations and clubs have a duty of care to safeguard children and vulnerable adults during club sessions, including the wellbeing of children and vulnerable adults in changing rooms.

**LSA** affiliated organisations and clubs must have in place a policy, or rules, relating to the use of changing facilities. Where the organisation or club is operating at a public facility, the policy for changing rooms should be developed together with the facility owner.

It will be the policy of **LSA** that:

- Any athlete aged 10 years and under must always be supervised in changing rooms by two members of staff of the same gender as the athlete.
- Adults working with young teams, including volunteers, coaches, technical officials or staff, should not change or shower at the same time when using the same facility as young athletes.
- Mixed gender teams must have access to separate male and female changing rooms.
- If young athletes are in adult teams, they and their parents must be informed of the club's policy on changing arrangements.
- If young people are uncomfortable changing or showering in public change rooms, no pressure should be placed on them to do so. Encourage them to do this at home.
- If your club has disabled athletes, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.
- If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club.
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing.
- Adults must not change, or shower, at the same time using the same facility as children.
- No mobile phones may be used in changing rooms as they have the capacity to photograph and video.
- Any concerns or incidents occurring in a changing facility must be reported without delay. Athletes, parents, coaches, volunteers attending the club should know how to report such concerns.
- Where clubs are unable to provide safe changing rooms all members should be advised to arrive wearing their training attire under their clothes.

## **ALL CLUBS AFFILIATED TO LIFESAVING SOUTH AFRICA SHOULD HAVE AN OVERVIEW OF THIS POLICY VISIBLE IN EVERY CHANGEROOM OF EVERY CLUB**

### **13.11 INCIDENTS AND ACCIDENTS PROCEDURE POLICY**

#### **Purpose**

This document outlines the incident and accident process and emergency action plan to ensure everyone is aware what happens.

#### **13.11.1 Incidents and Accidents Policy**

All incidents and accidents, which occur at any club, are first and foremost dealt with in a “safety first” manner.

All stakeholders or visitors who witness, discover, or are notified of an incident/ accident must:

1. Take immediate action to protect, comfort, and arrange for emergency medical treatment, if necessary.
2. Complete the [Incident Report \(Annexure E\)](#) and give the report to the Club Captain as soon as possible, preferably no later than the end of the day on which the incident occurred or by the close of business the following working day if unavoidable, unless the incident is of a serious nature (death, serious injury, physical abuse, or sexual abuse).
3. The Club Captain should, as soon as possible, take any action that he/she deems necessary to ensure that there is no re-occurrence of the incident.
4. Report an incident of a serious nature (death, serious injury, physical abuse, or sexual abuse) immediately to the DSO for guidance on how to proceed.

### **13.12 PROTECTION OF INFORMATION POLICY**

#### **Purpose**

The purpose of this policy is to ensure that all rights afforded to children and/or athletes in the Constitution and all elements of the Protection of Personal Information Act 4 of 2013 are adhered to.

#### **13.12.1 Purpose of the POPI Act 4 of 2013 (Section 2)**

In practical terms, POPIA sets conditions for the lawful processing of personal information in order to protect the public from harm, to stop our money being stolen, to stop our identity being stolen, and generally to protect our privacy.

The Act applies to any person or organisation who keeps any type of records relating to the personal information of anyone, unless those records are subject to other legislation which

protects such information more stringently. It therefore sets the minimum standards for the protection of personal information.

The purpose of this Act (section 2) is to:

1. Give effect to the constitutional right to privacy, by safeguarding personal information when processed by a responsible party, subject to justifiable limitations that are aimed at:
  - a. balancing the right to privacy against other rights, particularly the right of access to information; and
  - b. protecting important interests, including the free flow of information within the Republic and across international borders;
2. Regulate the manner in which personal information may be processed, by establishing conditions, in harmony with international standards, that prescribe the minimum threshold requirements for the lawful processing of personal information;
3. Provide persons with rights and remedies to protect their personal information from processing that is not in accordance with this Act; and
4. Establish voluntary and compulsory measures, including the establishment of an Information Regulator, to ensure respect for and to promote, enforce and fulfil the rights protected by this Act.

### **13.12.2 Protection of Information Policy**

1. Sharing of personal information about children and their families is forbidden.
2. Keep all social services, medical and personal information about a child, and or his or her family in a safe and secure place, inaccessible by individuals other than appropriately authorised employees and the DSO.
3. All children and families have a right to the same level of confidentiality, irrespective of sex, race, religion, medical concerns and special educational needs.
4. No stakeholder may discuss any child's behaviour or circumstances in the presence of another child at the club.
5. It is important that in certain circumstances, to safeguard a child, a coach and/or staff member may need to be aware of confidential matters usually only known by the DSO in order to support the child and his/her family. In this situation the information must be treated with sensitivity, and coach, staff or volunteers who receive such information may never divulge this information to anyone.
6. Staff and coaches should be aware of children with medical needs. This information should be accessible to staff and coaches who need it, but not in general view to other parents/caregivers or children.
7. You may only share personal information about a child with the child's parents or guardians or the club's DSO.

8. You may not give addresses and telephone numbers of guardians or children to anyone in accordance with The Protection of Personal Information Act unless it is in the best interest of the child to do so and this decision must be made by the DSO.

### 13.13 ANONYMOUS REPORTING POLICY

#### Purpose

The purpose of this policy is to give all athletes the ability to report challenges being faced by them or fellow athletes confidentially and/or anonymously, and to ensure that all reports are recorded.

#### 13.13.1 Anonymous Reporting Policy

It is the policy of **LSA** to ensure that all athletes have the ability to confidentially and/or anonymously report on challenges that they may be facing, and that all reports will receive attention within 72 hours. It is common knowledge that children today are more comfortable using communication in the cyber world, and for that reason **LSA** in conjunction with all club DSO's will encourage all athletes to make use of an Anonymous Reporting App.

**The Guardian Anonymous Reporting App:** download from the Play Store or Apple App Store. This is available to all persons affiliated to **LSA** including role players (athletes, coaches and administrators)

**Sports Voice:** <https://sportsvoice.org/>

**The Jasriel Foundation:** <https://thejasrielfoundation.org/#report>

#### 13.13.2 Other Emergency Contact Numbers

1. **Immediate help** for a molested/raped child: **NETCARE 082 911**  
There are social workers on staff at Netcare Hospitals
2. If a **child is being abused**, please contact your **nearest police station** to report it, or your nearest **CHILD WELFARE Office**.
3. If a **woman is being abused**, please contact the **GENDER VIOLENCE HELPLINE: 0800 150 150**.
4. If you are an **adult survivor and need counselling**, contact **LIFELINE: 011 728 1347** or **011 715 2000** or visit <https://lifelinesa.co.za/contact-us/>
5. If you need **family mediation**, contact **FAMSA: 011 766 3283**
6. If you are in need of **Child Services**, please contact **CHILDLINE: 116** or visit <https://www.childlinesa.org.za/contact-us/>

### 13.14 EMERGENCY PROCEDURES POLICY

#### Purpose



The purpose of this policy is to ensure that all clubs affiliated to **LSA** have the necessary plans in place, should an emergency situation arise.

### 13.14.1 Emergency Planning and Policy

- a. Every DSO affiliated to any club which is affiliated to **LSA** must where necessary implement safeguarding procedures to ensure the safety of all athletes in any emergency situation.
- b. Emergencies always happen without notice and for that reason it is important that all staff and volunteers know what procedures to follow in these emergencies. It is therefore required that each club affiliated to **LSA** conducts an emergency drill at least twice a year.
- c. All safeguarding Procedures for every club should be developed in conjunction with the DSO, Club Chairperson, at least one coach and one athlete.

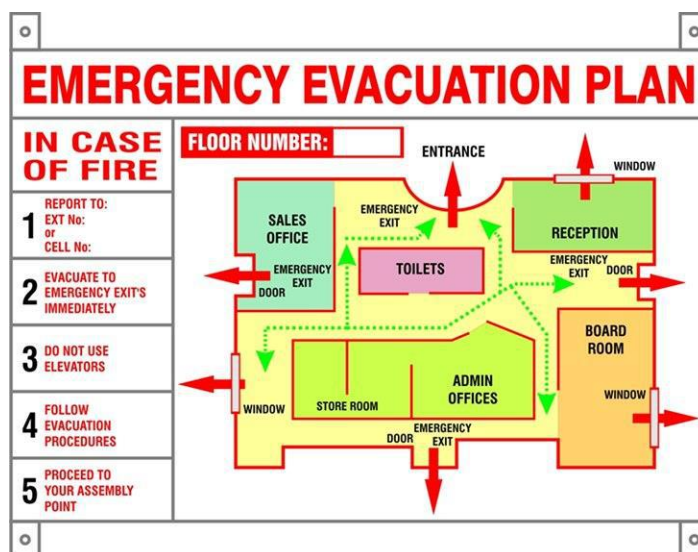
### 13.14.2 Examples of Procedures to be Developed and Reviewed Annually

1. Evacuation Announcement
2. Evacuation Guidelines
3. General Evacuation Procedures
4. Telephonic Threats
5. Suspicious Package
6. Explosion
7. Armed Attack and Hostage Situation
8. Do's and Don'ts

### 13.14.3 Layout of Club and Evacuation Plan

Every club affiliated to **LSA** should have an emergency evacuation plan in place.

Example:



It is advisable to update the plan on an annual basis and to conduct evacuation exercises twice a year.

The following documentation should be attached with the plan:

- A valid certificate/letter of approval from the Department Emergency Services, Fire Safety (Municipal)
- A valid certificate/letter from the Health Department (Municipal)
- A valid Electrical certificate
- Approved Building Plans (Municipal)
- Copies of valid First-Aid and/or Basic Fire Fighting certificates

### **13.15 VISITORS POLICY**

#### **Purpose**

It is accepted that all clubs value visitors to their club and that all visitors are made to feel welcome, however any person visiting any club may be a threat to children.

#### **13.15.1 Visitors Policy**

- a. Unless it is your child no visitor may engage in any form of intimate contact with any child, e.g., taking them to the toilet.
- b. Identification in the form of an ID card, green bar-coded ID book or passport should be requested from all unknown/unexpected visitors. Failure to produce this documentation will result in the visitor not being given access to the premises.
- c. Producing the documentation does not automatically allow visitors access. The Club DSO, Club Captain and Chairperson has sole discretion as to whom they allow onto the club premises.
- d. Where possible, any maintenance work will be carried out outside of normal operating hours and any contractor who is unable to work outside of operating hours and will be at the club for more than 5 full days must be cleared against the Sexual Offences Register, Child Protection Register, and have a Criminal Check. These certificates must be inspected by the club DSO before the commencement of any work. All external contractors must be supervised at all times by a member of staff.
- e. A visitor's book should be maintained to record anyone entering the club including but not limited to members, athletes, coaches, parents, visitors, staff, judges, technical assistants etc.

### **13.16 PREVENTION OF CONTAGIOUS DISEASES POLICY**

#### **Purpose**

A “contagious disease” is any disease listed in terms of Government Notice 1307 of 3 October 1997, by the Minister of Health which is listed below. For the safety of any person entering any club affiliated to **LSA** this policy must be adhered to.

### 13.16.1 Prevention of Contagious Diseases Policy

1. Every club reserves the right to exclude any person (including children) with a contagious disease from their facilities, programmes and functions, if the DSO determines that the restriction is in the best interests of children, staff, or anyone at the club.
2. Persons (including children) shall not be excluded solely on the basis that they have a contagious disease. Factors that will also be considered in determining whether to exclude persons with communicable diseases will include:
  - a. Whether the disease is contagious in ordinary public association;
  - b. The nature of the disease, including the typical risks to other persons in good health;
  - c. The public health situation in the region;
  - d. Whether the law requires the club to exclude such persons with the disease at the time of an outbreak.
3. After the exclusion of a person, the club reserves the right to require a written statement from a person’s physician indicating that the person is no longer communicable.

In terms of Government Notice 1307 of 3 October 1997, the Minister of Health declared the following medical conditions to be notifiable:

Acute Flaccid Paralysis	Acute Rheumatic Fever or Rheumatic Fever	Anthrax
Brucellosis	Cholera	Congenital Syphilis
COVID-19	Diphtheria	Food Poisoning (outbreaks of more than 4 people)
Hemophilus Influenzae Type B (Hib)	Haemorrhagic Fevers of Africa (Congo, Dengue, Ebola, Lassa, Marburg, & Rift Valley Fevers)	Lead poisoning
Legionellosis	Leprosy	Malaria
Measles (Rucola)	Meningococcal Infections	MERS-CoV
Paratyphoid Fever	Typhus Fever (Epidemic Louse-borne Typhus &	Poisoning from any Agricultural/Stock (registered in terms of the Fertilizers, Farm Feeds

	Endemic Flea-borne Typhus Fever)	Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947))
Poliomyelitis	Rabies (Human Case or Human Contact)	Smallpox and any Smallpox-like Diseases
SARS-CoV	Tetanus	Tetanus Neonatorum
Trachoma	Typhoid Fever	Whooping Cough
Viral Hepatitis (A,B, non-A, non-B & undifferentiated)	Plague	Yellow Fever
Tuberculosis <ul style="list-style-type: none"> <li>i Pulmonary and other forms, except cases diagnosed solely based on clinical signs and symptoms;</li> <li>ii In the case of any child younger than 5 years with a significant reaction following tuberculin testing.</li> </ul>		

HIV/AIDS is a communicable illness, but it is not notifiable. Doctors may not disclose a patient’s HIV status without that person’s written consent.

### 13.17 DISCIPLINE VS PUNISHMENT POLICY

#### Purpose

The purpose of this policy is to ensure that all coaches, volunteers, staff of any club affiliated with **LSA** understand the difference between discipline and punishment and in all instances of challenging behaviour by a child and act accordingly.

**Discipline** is defined as the ongoing process of helping children to develop self-control for self-management, whilst protecting and maintaining the integrity of the child. It is a positive method of teaching a child self-control, confidence, and responsibility. The key to positive discipline is teaching a child what behaviour is okay and what behaviour is not okay. The focus is on what children are expected and allowed to do. It includes catching kids being good and encouraging appropriate behaviour. It also includes modelling appropriate behaviour.

**Punishment** is quite different from discipline. Punishment may be physical as in spanking, hitting, or causing pain. It may also be psychological as in disapproval, isolation, or shaming, screaming at, belittling, or excluding. Punishment focuses on past misbehaviour and offers little or nothing to help a child behave better in the future. When punishment is used, the person who punishes the child becomes responsible for the child’s behaviour.



Children who are coached in a way that stresses positive discipline will understand their own behaviour better, show independence, and respect themselves and others. Positive discipline is a process, not a single act. It teaches children how to get along with other people. Children are held responsible for misbehaviour, but the consequences are meaningful and related to the behaviour.

### **13.17.1 Punishment vs Discipline Policy**

It is vital that all stakeholders, especially coaches, instructors and examiners, affiliated directly to **LSA**, or to any club affiliated to **LSA** ensure that any behaviour altering methods align to discipline rather than punishment.

No stakeholder, especially coaches, are allowed to engage in any of the following actions toward children:

1. Inflict corporal punishment, in any manner, upon a child's body.
2. Hit, spank, beat, shake, pinch, or any other behaviour that produces physical discomfort.
3. Use cruel, harsh, unusual, humiliating, or frightening methods of punishment, including threatening the use of physical punishment.
4. Place in a locked or dark room.
5. Publicly or privately humiliate, yell, or use abusive or profane language.
6. Associate disciplinary action or rewards with rest, food, or going to the toilet.
7. Use "time out" for any purpose other than to enable the child to regain control.
8. Physically restrain children except:
  - a. When it is necessary to ensure their own safety or that of others.
  - b. Only for as long as it is necessary for control of the situation.
9. Benching as a punishment should not be used. Stakeholders, especially coaches, should adopt pedagogical methods that have been proven to develop children through discipline rather than punish, isolate or hurt.

### **13.17.2 Examples of Preferred Disciplinary Actions**

1. Individual counselling to establish the reason for challenging behaviour and to explain reasons as to why a certain behaviour is challenging.
2. Individual conditioning without ridicule.
3. Team conditioning without ridicule.
4. Tidying up or cleaning kit

## **13.18 CONFIDENTIALITY POLICY**

### **Purpose**

The purpose of this policy is to ensure all clubs affiliated to **LSA** ensure that all information pertaining to all athletes, especially child athletes is stored in the strictest of confidentiality especially, all personal records and any enquiry information.

Confidentiality is also an important factor in the reporting, recording and processing of safeguarding concerns. The safeguarding concern should only be disclosed or discussed with those people within **LSA**, members and affiliated clubs that need to know in order to manage the case and to safeguard the individual(s) from maltreatment.

It is also vital that the information regarding the identity of any whistle-blower is retained in the utmost confidentiality and their identity may not be disclosed without their consent. Any person who makes a complaint in good faith must not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory or frivolous.

### **13.18.1 Confidentiality Policy**

It is the policy of **LSA** that all information pertaining to the personal information of a child or to the identity of a whistle-blower be accessible only to the club's DSOs.

DSOs may only share this information, on a "need to know basis" and may only use the confidential information in cases where the disclosure is necessary to protect someone from the non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect that is being suffered.

## **13.19 RETENTION OF RECORDS POLICY**

### **Purpose**

The purpose of this policy is to ensure that any information relating to complaints of harassment or abuse are stored securely and its storage is aligned to the requirements of the Protection of Personal Information Act (POPIA).

### **13.19.1 Retention of Records Policy**

Any information about poor practice or complaints about harassment and/or abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.

Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.

Any records relating to disciplinary action taken by **LSA** should be retained in accordance with the retention periods set out in the **LSA** Code of Ethics and Disciplinary Procedure.

This information will remain confidential and not be shared unless the person in question is applying for another position in sport and the DSO deems it necessary, only for the purpose of safeguarding of persons, make the information known to the relevant safeguarding officer in the enquiring sports body or club.

## **13.20 ACCEPTANCE OF PROTOCOLS, PROCEDURES AND RULES POLICY**

### **Purpose**

The purpose of this policy is to ensure that all staff, volunteers, and anyone who works in any capacity, whether paid or as a volunteer (full-time or part-time) knows and understands that the safety of athletes and most specifically vulnerable athletes is of paramount importance to **LSA**.

### **13.20.1 Acceptance Policy**

Any person engaging in any way with **LSA**, and who MAY at any time or in any way come into contact with any athlete and that person is employed, contracting or volunteering with any club, event, tournament or competition must ensure that they have read and understood **LSA's** Safeguarding Policy and Procedure Manual, and before they can work, volunteer or assist in any way that they sign the [Acknowledgement of Safeguarding Regulations Document \(Annexure G\)](#) and understand that failure to adhere to any element of this policy may result in a banning from all clubs, events or functions that have anything to do with **LSA**.

## **14 DISCIPLINARY PROCEDURE**

In the event that there is an allegation of non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect in any environment that would in any way have oversight by **LSA**, then the allegation must be reported to **LSA** Senior Safeguarding Officer or an officially appointed Safeguarding Partner of **LSA** for a date to schedule a hearing. The investigation leading up to the enquiry which needs to be held must be done by the club DSO who will also serve as the initiator for the enquiry proceedings.

### **14.1 ASSESSMENT OF COMPLAINTS**

#### **14.1.1 Assessment of Complaints**

1. Any complaints pursuant to this policy received by **LSA** will be referred to the **LSA** Senior Safeguarding Officer(s) who is the first point of contact for complaints and concerns under this procedure.



2. The **LSA** Senior Safeguarding Officer(s) will make an initial assessment of the complaint to determine the nature of the concern and whether the matter relates to a participant under **LSA** jurisdiction.
3. If the complaint is believed to be a criminal offence, the **LSA** Senior Safeguarding Officer(s) will refer the matter to the Police and other relevant authorities and/or regulatory bodies without delay.
4. If the complaint is not considered to be a matter for the police, the **LSA** Senior Safeguarding Officer(s) should:
  - a. Refer the complaint to an independent investigation organisation; or
  - b. Refer the matter to the **LSA** Case Management Group.
5. The Case Management Group will consider the complaint and should determine to:
  - i. Proceed with an internal investigation;
  - ii. Resolve the matter informally;
  - iii. Dismiss the complaint as unfounded or as insufficiently serious to require any action by **LSA**.
6. The **LSA** Safeguarding Officer(s) will assess whether any of the affected parties require support and arrange for support to be provided where deemed appropriate.

#### **14.1.2 Interim Measures**

**LSA** may impose interim protective measures, including the suspension of the participant where one or more of the following circumstances applies:

- The participant is believed to present a significant risk to other participants,
- The reputation of the sport is at risk; and/or
- The participants ongoing presence may hinder investigations.

#### **14.1.3 Investigation**

In most cases, **LSA** will delay internal investigations until the outcome of a criminal proceeding is known. Once a matter has been referred from the police, the objective will be to conclude any investigations in a timely manner.

Where an internal investigation is required, **LSA** shall instruct either the club DSO or an independent investigator (depending on the case) to carry out the investigation, in accordance with these procedures and to an appropriate timeline agreed by the Senior Safeguarding Officer(s).

Where relevant, the investigator may request information from the police and any other relevant organizations.

The investigator may require written or oral representations from relevant parties, taking special care if interviewing vulnerable witnesses.

The investigator shall prepare a report and include all relevant evidence for consideration by the **LSA** Case Management Group who may determine that:

- The matter is referred to an Independent Disciplinary Hearing for consideration,
- Further investigations are instigated,
- A risk assessment is completed,
- Instructions, advice or guidance is provided to the relevant parties, and/or
- No further action is taken.

## **14.2 DISCIPLINARY ENQUIRY**

Any disciplinary proceedings, including the right of appeal will be conducted in accordance with the **LSA** Code of Ethics and Disciplinary Procedure.

The standard of proof for such proceedings is the civil standard of balance of probabilities. Consequently, **LSA** may seek to take disciplinary action irrespective of the outcome of any criminal proceedings.

**LSA** will provide appropriate support and guidance to ensure all participants understand the disciplinary and appeal procedures, especially if children are involved.

Where a disciplinary matter involves a Child or a Person with a Mental Disability, **LSA's** Senior Safeguarding Officer(s), Investigator(s) and Independent Disciplinary or Appeals Panels must be mindful of the needs of the person in question and take these into account when deciding upon the format of proceedings or indeed whether any action is taken against such a person.

Where a disciplinary matter involves a Child or a Person with a Mental Disability, the Chairman of the Independent Disciplinary or the Appeal Panel shall decide if the Panel should include at least one member who is suitably trained at dealing with Children or Persons with a Mental Disability.

Any interviews of a Child or a Person with a Mental Disability shall only be conducted by suitably trained and experienced persons nominated by the **LSA**.

Written permission should be obtained from any parent/carer of a Child or a Person with a Mental Disability where such person is asked to provide evidence and/or attend a hearing.

Where a Child or a Person with a Mental Disability is asked to attend a hearing, they shall be afforded the opportunity to do so accompanied by any parent/carer and the Independent Disciplinary or Appeals Panel shall make sure that the Child or a Person with a Mental Disability fully understands the process taking place. In exceptional circumstances, where written permission is not obtained from a parent/carer, assessment should be made of the ability of the Child or a Person with a Mental Disability to understand and make their own decisions.

In all proceedings involving a Child or a Person with a Mental Disability, the Investigator(s) or Chair of the Independent Disciplinary or Appeals Panel may vary the standard directions set out in this policy and in order to take into account the needs of a Child or Person with a Mental Disability. This may include without limitation conducting any hearing on paper or providing for evidence to be given by video link.

For the avoidance of doubt, the refusal of the Parent, Carer, Child or Person with a Mental Disability to co-operate shall not preclude **LSA** from taking disciplinary action against the Child or Person with a Mental Disability in accordance with the **LSA** Safeguarding Policy & Procedures.

### **14.3 RULES PERTAINING TO AN ENQUIRY**

Every person accused of an allegation has the right to defend themselves against that allegation and in defending themselves they must be afforded the following rights which they may choose to waive.

#### **14.3.1 Right to Representation**

An accused in a disciplinary enquiry has the right to representation by another person from within the structures of the club to which they belong. That person may not be an attorney or any person with any legal background unless the merits of the case are so legally technical that the accused would suffer unfair bias if not represented by an attorney. If the accused does make a request for a legal representative, then the decision to allow that will be made by **LSA's** Senior Safeguarding Officer.

#### **14.3.2 Right to an Interpreter**

The accused has the right to have the evidence against him/her presented in a language that they understand and have the right to give their testimony in the same language.

#### **14.3.3 Right to Timely Advice of the Allegations**

The accused must be informed of any allegations against him/her and to be given a minimum of 48 hours to prepare a defence against those allegations.

#### **14.3.4 Right to Hear Evidence against you and Cross Question the Evidence**

The accused has the right to be informed of all evidence against him/her and has the right to cross examine or test any evidence against him/her.

#### **14.3.5 Right to Present your Case**

Any person who has been accused must be afforded the opportunity to present any evidence that they feel may be beneficial for the Chairperson to take into consideration before making a finding.

### 14.3.6 Right to an Impartial Chairperson

The Chairperson presiding over the hearing must be impartial and not have any bias against or for either party.

### 14.3.7 Right to an Appeal

The accused has the right to appeal any finding made by the chairperson within 72 hours of the finding being made available.

### 14.3.8 Findings

The Chairperson must deliver their findings in writing to the accused and the **LSA** Judicial Body

## 14.4 SANCTIONS

Sanctions and measures shall be proportionate to the infringement of **LSA's** Safeguarding Policy. The following factors shall be taken into consideration:

- The nature of the violation
- The severity of the violation
- The number of the historic violations (is it a first offence or one of several)
- Whether the abused or harassed person is a child or young, impaired physically, mentally, intellectually or in any sensory way
- The relationship between the abused or harassed person and the abuser or harasser
- Any other relevant circumstances.

Where the allegation is a criminal act, the alleged perpetrator shall be suspended from the federation immediately pending the outcome of the criminal and then independent investigation.

Where it is determined that harassment or abuse has been committed, the Independent Disciplinary Panel who dealt with the matter shall impose an appropriate sanction upon the Participant.

The Senior Safeguarding Officer or Federation Safeguarding Partner of **LSA** who is chairing the enquiry, can make any of the following sanctions and measures independently or in combination, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances, the following:

- a. Written or verbal apology,
- b. Formal warning,
- c. Risk assessment,
- d. Training and/or supervision,
- e. Temporary suspension,
- f. Termination of membership, license, agreement, or contract,

- g. Financial sanction,
- h. Participation ban,
- i. Banishment from any dealings with events from the National Federation,
- j. Any other sanction that the enquiry chair considers appropriate in the circumstances.

Any finding applied by the chairperson of the enquiry will be forwarded to the accused and **LSA's** Judicial Body within 2 working days of the completion of the enquiry.

#### **14.5 APPEAL PROCESS**

Anyone who has been found to have harassed or abused another participant will have the right to appeal against the decision. Appeals must be made in writing to **LSA's** Senior Safeguarding Officer(s) within five (5) days of receipt of notice of the decision of the Independent Disciplinary Panel.

**LSA** must appoint a minimum of 3 persons who will make up **LSA's** Judicial Panel.

1. These people cannot be made up of **LSA** Safeguarding Officers and it is preferable that the President and CEO are not on this panel.
2. This Judicial Panel will be responsible for either upholding the recommendation made by the Senior Safeguarding Officer or Safeguarding Partner or reaching a different sanction.
3. The Judicial Panel do have the right to increase, reduce or uphold the sanction made by the chairperson.

In case of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect which are criminal offences in accordance with the applicable law, the disciplinary procedure need not be postponed pending the investigation of any relevant authorities.

**LSA's** Judicial Panel may take sporting sanctions without waiting for any investigation or sanction to be taken by any other authorities.

#### **14.6 NON-RECENT INCIDENTS**

Serious allegations of sexual abuse may be made some time after the event. Where a non-recent allegation is made, the **LSA** Senior Safeguarding Officer(s) should:

- Clarify whether there is a current risk to participants; and
- Advise the individual of their right to make a formal complaint to the Police.

This policy does not apply any specific limitations periods for sexual abuse and any serious allegation of non-recent abuse will be treated in accordance with these procedures.

## **15 COMMUNICATION, ONLINE & SOCIAL MEDIA GUIDANCE**

### **15.1 MANAGING COMMUNICATION**

All clubs should have a communication policy that covers the use of communication devices and the manner in which coaches, staff, and volunteers can communicate with children and vulnerable adults.

The following key points should be included:

- Adult members should not directly communicate with athletes under the age of 18 years by text message, social media, internet chat rooms/networking sites or email.
- All communication by the above methods should be through the parent.
- Subject to parental consent, coaches can communicate with young people over the age of sixteen years either by group emails/texts or by copying correspondence to either the Club Safeguarding Officer or an official, as well as the parent(s).
- Coaches should limit communications to training related issues.
- In the event of an athlete showing a coach a text message, image or email that is considered to be inappropriate for a child to have, the coach must inform the Club Safeguarding Officer.

As technology has developed, the internet and its range of services can increasingly be accessed through various devices including cell phones, computers, and game consoles. Although the internet has many positive uses, it provides a platform for the distribution of images of child abuse. In addition, networking sites and chatrooms have increasingly been used by people for the purpose of 'grooming' children and young people for abuse, and by children as a means of bullying.

### **15.2 COMMUNICATING WITH CHILDREN AND VULNERABLE ADULTS**

It is important that club officers communicate appropriately with children and vulnerable adults in the club, be that in person, by phone, in writing, text, online, or any other form of communication.

### **15.3 MOBILE PHONE AND ONLINE GUIDANCE**

The development and use of cell phones has grown exponentially and communicating by text, email and instant messaging has become the norm. The intention of this guidance is to provide club officers and those in positions of trust with a better understanding of best practice in this area.

Coaches and club officers should only hold the contact details for children and persons with a mental disability, if they have written permission from parents/carers.

Communication to children and persons with a mental disability should always be copied into a parent/carer and should be relevant to the athlete's participation in **LIFESAVING**.

Instead of holding the contact details for children and persons with a mental disability, coaches and club officers could hold the contact details of the parents/carers of children or persons with a mental disability and ask them to pass on any relevant information to the athlete.

In certain situations, it may be necessary for the coach or a club official to have a child or persons with a mental disability contact number, for example if away on a training camp. In these situations, the parent/carer of the children or persons with a mental disability concerned should be advised in what type of situations the details will be used and they would need to provide permission for this. Immediately following these circumstances, the contact details should be deleted.

It may be required for the club to contact groups of children or vulnerable adults, for example training groups, in these cases it should be considered as to whether a secure page on the club website could be developed and accessible to relevant individuals only. This could be accessed by the parents/carers in addition to the athletes themselves as no direct contact would be occurring.

If sensitive data is held, then devices (e.g., mobile phones, laptops) should have appropriate security (e.g., passwords).

#### **Additional guidance for coaches includes:**

- Avoiding taking calls, texting, or being distracting by your phone, during training sessions. If answering a call is unavoidable it is imperative that there is another individual who can supervise the session during this time.
- If using the camera function, the coach should have the permission of the young person's parents/carers and should follow the guidelines for photography and videography.
- If the coach enters the changing facilities for any reason the camera function of their phone should not be used under any circumstances.
- Photographs of young people under 18 years of age should only be published if the permission of their parents/carers has been given.
- If a photo is published, the young person's details such as their full name, location of the photograph or any details that would enable them to be found should not be included.
- If you are shown a message or image that is considered inappropriate for a young person to have, you should inform the Club Safeguarding Officer as soon as possible.



**LSA** recognises that a number of young people will become coaches after being members in a club, and as a result will still be friends with a number of other young club members, some of whom may be 16 or 17 years of age. It is plausible that they will have their contact details and frequently communicate with them already. As a result, **LSA** accepts that it would not be appropriate to expect young coaches to be removed from their friendship groups and so in these cases **LSA** suggests:

- That any pre-existing friendships are maintained and the coach would not have to remove contact details.
- If this is the case, then the coach should inform the Club Safeguarding Officer and the head coach.
- Following this advisory, the head coach should make every effort to ensure that the coach is not the primary coach for their friendship group unless unavoidable.

#### **15.4 SOCIAL MEDIA GUIDANCE**

Social media websites such as Twitter, Facebook and Instagram are fully integrated into daily life and as such the operation of many clubs providing a convenient outlet to communicate with both current and potential members. Alongside the positive aspects of these sites there are the inherent dangers and consequences including cyber bullying, grooming, identity theft, and viewing unsuitable content.

As these sites are accessible to junior members as well as senior members, clubs must ensure that all posted messages have suitable content and format to avoid miscommunication of their meanings.

The club will need to consider:

- What content is uploaded onto social media – photos, blogs, videos etc,
- How to manage who can access what information,
- How content will be presented,
- If there will be sanctions for the abuse of the club's social media.

There are a number of good practice points that clubs should follow when setting up and maintaining their social media sites including:

- Fully integrating procedures relating to the reporting of potentially abusive or illegal content/activity to ensure that these are in line with **LSA** procedures,
- Understanding acceptable and unacceptable online behaviour and ensuring that this is communicated to all users. It should be clearly outlined to users who to contact if they have concerns, along with how they can be contacted.
- Ensure that all club officers, coaches and athletes understand the importance of protecting their privacy online and that they understand the risks of posting and sharing content which could damage both theirs and the club's reputation.

- Ensuring that the email address used to register the account/page is suitable, including the club as the domain name. This will reduce the risk of fake accounts being set up, improving the security for both the individual monitoring the account/page as well as the user accessing it. This should include how the access details for the account/page will be kept secure to ensure the threat of hacking and misuse is reduced.
- How the account/page will be set up and managed:
  - a. As a page not a personal profile, this will enable updates to be shown in member's news feeds, the promotion of training or events and the page will appear in searches which could attract new members,
  - b. Developed as a working group, ensuring that the Club Safeguarding Officer is consulted as appropriate,
  - c. Including the option for comments to be reviewed before being posted to ensure they are appropriate,
  - d. Ensuring that permissions are granted if photographs are used, especially of athletes under 18 years of age,
  - e. Gaining permission of club officers for their contact details to be published,
  - f. Will the individual monitoring the account/page receive training before completing the role,
  - g. How the privacy and security settings will be appropriately set to ensure that content is appropriate for all individuals who could be accessing the page/account,
  - h. The ability to block individuals who should not have access or post offensive or inappropriate material,
  - i. Including a profanity filter where possible,
  - j. Including contact details for the club and appropriate club officers as this will enable users to verify the account/page, as well as knowing who to contact with any queries.
- Think before you post anything on to the page/account – do they fit with the clubs current policies and guidance and do you have permission for any photographs or videos.

## 15.5 SOCIAL MEDIA GUIDANCE FOR COACHES AND CLUB OFFICERS

**LSA** make the following recommendations for individuals who are in a position of trust and have responsibility for children and vulnerable adults within clubs:

- Any contact with children or vulnerable adults through social media, should be relevant to their **LIFESAVING** participation, and should be with the consent of parents/carers.
- If a young person requests to add you as a friend on social media you should decline if you:

- Use your social media account for personal purposes and there is a chance your account may include photos or content that would be inappropriate or deemed unprofessional for a child or young person to view or read, or that would make you look unprofessional,
- Are in contact with the child through their club, and the child's parents/carers have not given permission for the contact.
- Never use social media to attack **LSA**, its Provincial or District Associations, affiliated clubs or the members of **LSA**, its Provincial or District Associations, or affiliated clubs or the sport.
- Ensure that the use of any photographs or videos is in line with the photography guidance.

## **16 SAFEGUARDING KEY ROLE DESCRIPTIONS**

### **16.1 CLUB SAFEGUARDING OFFICER**

#### **16.1.1 The Role**

The person within a **LIFESAVING** club with primary responsibility for managing and reporting concerns about children & vulnerable adults and for putting into place procedures to safeguard children & vulnerable adults in the club.

#### **16.1.2 Duties and Responsibilities**

1. Work with others in the **LIFESAVING** to ensure a safe and friendly environment for all participants,
2. Assist the **LIFESAVING** club to fulfil its responsibilities to safeguard children & vulnerable adults at club level,
3. Assist the **LIFESAVING** club to implement its safeguarding plan at club level,
4. Act as the first point of contact for staff, volunteers, parents, athletes, children and young people to raise concerns about a participant's welfare or where poor practice, or harassment, or abuse are identified,
5. Act as the first point of contact with **LSA's** Senior Safeguarding Officer(s),
6. Implement the **LIFESAVING** club's reporting and recording procedures,
7. Maintain contact details for local social workers and SAPS,
8. Promote the **LIFESAVING** club's best-practice guidance and/or code of conduct within the club,
9. Sit on the **LIFESAVING** club's management committee,
10. Ensure those persons within the **LIFESAVING** club with regular contact with children or vulnerable adults are up to date in their vetting and have completed safeguarding training,
11. Ensure appropriate confidentiality is maintained,
12. Promote anti-discriminatory practice.

### 16.1.3 Skills & Abilities Required

1. An empathy for and person-centred approach to working with children and vulnerable adults,
2. Basic administration and computer skills,
3. Basic advice and support-provision skills,
4. Communication skills, including use of social media,
5. Ability to maintain records,
6. Ability to provide information about local resources,
7. Ability to promote the **LIFESAVING** club and **LSA's** policies, procedures and resources.

### 16.1.4 Knowledge Required

1. The **LIFESAVING** club's role and responsibilities to safeguard the welfare of children and vulnerable adults;
2. Boundaries of the role of club safeguarding officer;
3. Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
4. Local arrangements for managing safeguarding children & vulnerable adults and reporting procedures;
5. Poor practice, harassment and abuse – behaviour that is harmful to children & vulnerable adults;
6. The **LIFESAVING** club and **LSA** policies and procedures relating to safeguarding children and vulnerable adults;
7. Core values and principles underpinning practice;
8. Awareness of equality issues and protecting children & vulnerable adults from harassment and abuse;
9. Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
10. How adults groom children or vulnerable adults to harass, abuse or exploit.

## 16.2 PROVINCIAL OR DISTRICT SAFEGUARDING OFFICER

### 16.2.1 The Role

The person within a provincial or district association of **LSA** with the primary responsibility for managing and reporting concerns about children & vulnerable adults and for ensuring clubs and events held in their province or district put into place procedures to safeguard children & vulnerable adults.

### 16.2.2 Duties and Responsibilities

1. Work with others in the province or district to ensure a safe and friendly environment for all participants;

2. Assist **LIFESAVING** clubs and events to fulfil their responsibility to safeguard children & vulnerable adults;
3. Ensure all clubs and events in their province or district have in place a safeguarding policy and a safeguarding officer;
4. Act as the first point of contact for clubs or events staff, requiring advise on safeguarding policies and procedures;
5. Assist **LSA's** Senior Safeguarding Officer(s) to promote safeguarding in the province or district;
6. Promote the **LIFESAVING** club's best-practice guidance and/or code of conduct within the club;
7. Sit on the provincial or district management committee;
8. Where they receive a complaint or concern regarding safeguarding report this to the **LSA** Senior Safeguarding Officer;
9. Monitor the implementation of **LSA's** safeguarding policies and procedures at provincial and district levels;
10. Ensure appropriate confidentiality is maintained;
11. Promote anti-discriminatory practice.

### 16.2.3 Skills and Abilities

1. An empathy for and person-centred approach to working with children and vulnerable adults;
2. Basic administration and computer skills;
3. Basic advice and support-provision skills;
4. Communication skills, including use of social media;
5. Ability to maintain records;
6. Ability to provide information about local, district, provincial and national resources;
7. Ability to promote **LSA's** policies, procedures and resources.

### 16.2.4 Knowledge Required

1. Provincial or District association's role and responsibilities to safeguard the welfare of children and vulnerable adults;
2. Boundaries of the role of provincial and district safeguarding officer;
3. Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
4. Provincial or district arrangements for managing safeguarding children & vulnerable adults and reporting procedures;
5. Poor practice, harassment and abuse – behaviour that is harmful to children & vulnerable adults.
6. **LSA's** policies and procedures relating to safeguarding children and vulnerable adults;
7. Core values and principles underpinning practice;

8. Awareness of equality issues and protecting children & vulnerable adults from harassment and abuse;
9. Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
10. How adults groom children or vulnerable adults to harass, abuse or exploit.

## **16.3 SENIOR SAFEGUARDING OFFICER**

### **16.3.1 The Role**

The designated person(s) within **LSA** with the primary responsibility for managing and reporting concerns about children & vulnerable adults and for putting into place procedures to safeguard children & vulnerable adults in **LSA**, including supporting club safeguarding officers, where relevant.

### **16.3.2 Duties and Responsibilities**

1. Working with others within **LSA** to create a safe and friendly environment for all who participate in the sport of **LIFESAVING**;
2. Play a lead role in developing and establishing **LSA's** approach to safeguarding children & vulnerable adults considered a key role within the organisation;
3. Manage concerns of poor practice, harassment or abuse that are reported to **LSA** including the records system;
4. Manage referrals to social services and the SAPS;
5. Central point of contact within **LSA** on safeguarding for both internal or external persons or organisations;
6. Represent **LSA** at external meetings related to safeguarding;
7. Coordinate the dissemination of **LSA's** safeguarding policy, procedures and resources throughout the organisation;
8. Provide advice and support to club safeguarding officers and support clubs in
9. their recruitment, selection and training of club safeguarding officers;
10. Advise on **LSA's** safeguarding training needs, development of its training strategy, and provide training where appropriate;
11. Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children & vulnerable adults;
12. Ensure safeguarding standards are met and maintained;
13. Keep own knowledge and skills up-to-date.

### **16.3.3 Skills & Abilities Required**

1. An approach that is focused on the needs of children & vulnerable adults;
2. Administration and systems (records) management skills;
3. Ability to promote and demonstrate anti-discriminatory practice;
4. Advice and support-provision skills at all levels within the **LIFESAVING** structure;

5. Communication skills;
6. Ability to develop and produce national level guidance and resource;
7. Influencing skills;
8. Ability to work with conflict and emotionally distressing matters;

Also recommended:

9. Ability to deliver core training through different levels within the organisation.

#### **16.3.4 Knowledge Required**

1. Role and responsibilities of statutory agencies, including social services and SAPS;
2. Planning processes for dealing with enquiries and investigations related to safeguarding children & vulnerable adults;
3. Behaviour that is harmful to children & vulnerable adults, thresholds of poor practice in the sport and abusive behaviour;
4. **LSA's** roles and responsibilities;
5. Boundaries of the lead safeguarding officer role;
6. **LSA's** policy and procedures related to safeguarding children & vulnerable adults;
7. Core values and principles of working with children or vulnerable adults;
8. Equality issues and safeguarding;
9. How abusers target and groom sports organisations in order to abuse children or vulnerable adults;
10. Best practice in safeguarding;
11. Legislation, government guidance and national frameworks for safeguarding children & vulnerable adults;
12. How adults groom children or vulnerable adults for abuse.



## 17 ANNEXURE A: REPORTING FORM

*If an incident or concern is immediate and there is a risk of significant harm to a child or vulnerable adult that they are in need of protection, then call your local SAPS and/or Social Services. Once the matter has been referred then complete this form and submit to LIFESAVING SOUTH AFRICA.*

### DETAILS OF PERSON COMPLETING THE FORM


Name:		
Club Name:		
Position Held or Relationship to the Victim:		
Address:		
Email:		
Contact Number:		
How did you receive this information?	Witness	<input type="checkbox"/>
	Someone reported to you	<input type="checkbox"/>
	Victim	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>

### VICTIM'S INFORMATION

Name:		
Age & Date of Birth:		
Nationality:		
Address:		
Email:		
Contact Number:		

### DETAILS OF THE INCIDENT:

Date :		
Time:		
Victim is:	Athlete	<input type="checkbox"/>
	Staff	<input type="checkbox"/>
	Volunteers	<input type="checkbox"/>
	Official	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>

<p>Nature of Incident:</p>	<p>Psychological abuse</p> <p>Physical abuse</p> <p>Sexual harassment</p> <p>Sexual abuse</p> <p>Neglect</p> <p>Bullying</p> <p>Other (specify)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>Description:</p> <p>(Please include as much detail as possible. Write down the exact details of the conversation - remember not to lead them. Include information about location, number of incidents, any witnesses)</p> <p>Information about the harasser or abuser: (Identity, contact details, physical description)</p>			
<p>Any actions taken?</p> <p>(Report to relevant authorities: please specify which one/s)</p>	<p>Yes</p>	<p>No</p>	
<b>OTHER INFORMATION:</b>			
<p><i>All information in this document is STRICTLY CONFIDENTIAL and only for use by the Club or Event DSO or Lifesaving South Africa SSO. The information should only be shared with those that need to know if it is in the best interest of the victim.</i></p>			
<p><b>Signature:</b></p>			



## 18 ANNEXURE B: PHOTOGRAPHY AND INTERVIEW OF CHILDREN APPLICATION

<p><i>This form is required for any person(s) intending to conduct any type of research, media interview, or inquiry; or to take pictures or video of children affiliated to <b>LIFESAVING SOUTH AFRICA</b>, or for any reason which aligns to <b>LIFESAVING</b>. The purpose of this form is to assess the nature of the enquiry, in order to ensure rights and safety of all children are adhered to.</i></p>	
<p>Name of Photographer/Interviewer:</p>	
<p>Institution or Company: (please include name, department and address)</p>	
<p>Contact Number:</p>	
<p>Email:</p>	
<p>What are the objectives of the photographs/video or interview?</p>	
<p>Where do you intend to conduct the interview or photography? (e.g. at a competition, event, club...)</p>	
<p>Who are you intending on photographing or interviewing? (please be as specific as possible, incl age range, gender, etc...)</p>	
<p>Who from outside your organisation will be involved in this interview or the capturing of these photographs? (please list names, contact numbers, ID number and the relation to your organisation)</p>	



What is to be done with the raw interview data, footage, recordings or film after the completion of the project?

How is the confidentiality of information to be guaranteed?

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



## **19 ANNEXURE C: INTERVIEW AND PHOTOGRAPHY OF CHILDREN** **CONSENT FORM**

I (*full name*), \_\_\_\_\_ acknowledge that:

- All photographs, film, recordings, projects, or research will only be used within the scope defined on my Interview and Photography Request Form (attached hereto).
  - By signing this document, I am stating that I (and my company/institution and/or organisation) accept the below listed guidelines and, therefore, understand that any staff represented by my company understand that the safety of all child athletes who in any way are affiliated to **LIFESAVING SOUTH AFRICA** supersedes any story, interview or photograph or video footage captured.
  - No recording of any matter may happen in the toilets, changerooms, bathrooms, hotel rooms or any such place deemed for private use.
  - If necessary, the club DSO has the right to view all photographs, film, recordings, or research, and deny its use if the DSO feels that the rights of a child are being infringed upon. The DSO furthermore has the right, if he/she so chooses to approve or disapprove the final product before publication, dissemination, or distribution.
  - I acknowledge that for any child's photograph to be taken, or for them to be interviewed, permission must be granted by the child's parent/guardian. If the child is over the age of 12 then the child must also give their permission.
  - For any type of photography or film, I agree that all images of the child will only be reproduced as a positive story/content/documentation, which will do no harm to the child.
  - I acknowledge that the final decision on whether or not a child athlete may have their picture taken or an interview conducted lies solely with the Club DSO or the **LIFESAVING SOUTH AFRICA SSO**.
- 

By signing below, I acknowledge that I have read and understand the terms of this **Interview and Photography Consent Form:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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**Parent/Guardian**



I voluntarily grant \_\_\_\_\_ permission to capture and publish photographs, or recordings taken of my child, \_\_\_\_\_ who is \_\_\_\_\_ years of age and of whom I am the legal guardian.

I am aware that I can, at any point during an interview, request it to end without being subjected to any consequences.

I acknowledge that if my child is over the age of 12 that his/her permission must be received and that my permission alone is not enough. I also acknowledge that the DSO from my child's club also needs to consent to the photographs, video, or interview.

By signing below, I acknowledge that I have read and/or understand the terms of this consent.

Signature: \_\_\_\_\_ Parent/ Guardian name: \_\_\_\_\_

Address, Contact Number: \_\_\_\_\_

Signed on this Date: \_\_\_\_\_ at (Place): \_\_\_\_\_

### Child

I \_\_\_\_\_ being of \_\_\_\_\_ age hereby consent to my picture being captured or my opinions being recorded for use in any mainstream media environment including T.V., radio, movie, documentary, or internet

Signature of Child: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed on this Date: \_\_\_\_\_ at (Place): \_\_\_\_\_

### Designated Safeguarding Officer

I, the Designated Safeguarding Officer for \_\_\_\_\_, hereby approve \_\_\_\_\_ access to \_\_\_\_\_ age \_\_\_\_\_.

It is hereby authorised by me that the following may happen during the interview:

<b>INTERVIEW</b>	<b>PHOTOGRAPH</b>	<b>VIDEO</b>	<b>LIVE STREAM</b>
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The interview with \_\_\_\_\_ is authorised on condition that:

\_\_\_\_\_  
\_\_\_\_\_



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Signature of DSO: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed on this Date: \_\_\_\_\_ at (Place): \_\_\_\_\_





## 20 ANNEXURE D: CHECKLIST FOR INTOXICATION

Name of Intoxicated Individual: _____							
Child(ren) Whom Individual Attempted to Collect: _____							
Name of Staff Member/DSO: _____							
Date: _____	Time: _____	Place: _____					
<b>OBSERVATION</b>	<b>REMARKS</b>	<b>YES</b>	<b>NO</b>				
Abnormal Behaviour (eg: aggressive)							
Appearance (eg: untidy, unreceptive eyes)							
Smell (eg: liquor)							
Coherence (eg: slurred speech)							
Coordination (eg: unsteady, staggering)							
He/She would cause Injury to:	Self	Someone Else					
Any Other Observations or Remarks:							
<p><i>NOTE: Not every answer has to reflect YES. IT is the overall impression, based on a number of the above which will be relevant.</i></p>							
<p>Conclusion on the above Observations:</p> <p>Person has consumed alcohol/substance</p> <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td style="width: 50px; text-align: center;">YES</td> <td style="width: 50px; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;">VERIFIED BY WITNESS</td> <td style="text-align: center;">NO</td> </tr> </table>				YES	NO	VERIFIED BY WITNESS	NO
YES	NO						
VERIFIED BY WITNESS	NO						
Name: _____		Signature: _____					
Name of Witness		Signature: _____					
RECEIVED BY DSO							
Name: _____		Signature: _____					
		Date: _____					



## 21 ANNEXURE E: INCIDENT REPORTING FORM

Name of Club: _____			
Name of DSO: _____			
Name of Person completing form: _____			
Contact Number: _____			
WITNESSES			
Name:		Contact Number:	
_____		_____	
_____		_____	
FACTS ABOUT THE INCIDENT			
Date of incident	Time	Name of Staff Member on Duty	Location of Incident (kitchen, toilet)
_____	_____	_____	_____
Explain what happened & describe injuries (if any):			
_____			
_____			
Action taken by staff and treatment given:			
_____			
_____			
Corrective measures taken to remedy and/or prevent a recurrence:			
_____			
_____			
Name of Treating Doctor	Contact Number	Date Treatment given	Time
_____	_____	_____	_____
PERSON NOTIFIED			
Relationship to Injured	Name	Contact Number	Time & Comments
_____	_____	_____	_____
Club DSO contacted?		YES	NO
Were emergency services contacted?		YES	NO
If yes, who & when? _____			
Signature: _____		Name: _____	Date: _____
_____		_____	_____



## 22 ANNEXURE F: TRIP AND TOUR CHECKLIST

<b>Tour DSO:</b>	
<b>Destination:</b>	
<b>Departure Date:</b>	
<b>Return Date:</b>	

**PLEASE COMPLETE THIS FORM 1 WEEK BEFORE THE TOUR OR TRIP**

**A COPY MUST BE GIVEN TO LSA HEAD OFFICE, THE TEAM MANAGER AND THE CLUB CHAIRPERSON**

<b>PURPOSE OF THE TOUR OR TRIP</b>	
<b>TYPE</b>	<b>NAME OF EVENT</b>
Competition/Tournament	
Conference	
Field Visit	
Awards	
Other (please specify)	

<b>COACH, STAFF &amp; PARTICIPANT PLANNING</b>	
Number of Coaches	
Number of Volunteers & Staff	
Number of Participants/Athletes	

<b>TRANSPORT</b>		
<b>ARRANGEMENTS</b>	<b>X</b>	<b>COMMENTS</b>
Journey Times and Stopping Points planned		
Supervision for Vulnerable Athletes arranged		
Suitability and Accessibility investigated		
Driver's License checked		
Insurance checked		
Vehicle Safety checked		

<b>INSURANCE</b>		
<b>ARRANGEMENTS</b>	<b>X</b>	<b>COMPANY</b>



Liability		
Accident		
Medical		

EMERGENCY PROCEDURES ARRANGED		
ARRANGEMENTS	X	COMMENTS
First Aid		
All Specific Medical needs met		
All Minors aware of all Reporting Procedures		
Contact Details for all Athletes collected		

SUPERVISION AND STAFFING	
ARRANGEMENTS	COMMENTS
Ratio of Staff & Coaches to Athletes	
Ratio of Male/Female	
Ratio of Child/Adult	
Specialist Carers	
Clear Responsibilities	

TOUR COSTS	
ARRANGEMENTS	COMMENTS
Tour Costs	
Additional Costs (travel, extra meals, refreshments, spending money)	
Payment Schedule (deposits, due dates & payment plans)	

COMMUNICATION WITH PARENTS			
ARRANGEMENTS	YES	NO	NOTES
Destination and Accommodation Details (address/contact details/person in charge at the venue)			
Name & Contact Details of the Tour DSO			
Transport Arrangements (incl drop-off & pick-up times + venue)			
Event Details and Itinerary			
Kit and Equipment List			
Emergency Procedures			



Consent Form			
Medical Information (contact doctor & medical aid details ; any medical conditions, allergies or medications)			
Code of Conduct			
Safeguarding Arrangements (reporting concerns, supervision)			
Process for Parents to contact Trip Leader			
Process for Young Person to contact Parent			

<b>ACCOMMODATION TO REACH THE DESTINATION &amp; OVERNIGHT STAYS</b>		
<b>ARRANGEMENTS</b>	<b>X</b>	<b>COMMENTS</b>
Overnight Accommodation Required (please include name of accommodation)		
Accommodation Telephone Contact		
Local Map and Information		
Hosts (aware of any special requirements: diet, medication, allergies, impairments)		
Language		

<b>ACCOMMODATION AT THE EVENT</b>		
<b>ARRANGEMENTS</b>	<b>X</b>	<b>COMMENTS</b>
Accommodation Name & Type (hostel, hotel, hosting, camping)		
Accommodation Telephone Contact		
Pre-Event Visit and Risk Assessment		
Catering, Special Diets, Food Allergies		
Suitability for Group (including accessibility)		
Room Lists		
Supervising Adults' Sleeping Arrangements		
Cover for all Activities & Free Time Periods		
Safety & Security of Valuables (cash & devices)		
Meal-Times, Meeting Places & Curfews		



**THIS SECTION MUST BE COMPLETED FOR INTERNATIONAL TRAVEL**

EMERGENCY PROCEDURES	
International Medical Travel Insurance	
Details of South African Embassy/Consulate	

PREPARING YOUNG PEOPLE	
Local Culture, Language & Dress Codes (including expectations on behaviour)	
Local Food and Drink	
Local Currency	
Telephones and Communications	
Maps of the Area	

DOCUMENTATION	
<b>ARRANGEMENTS</b>	<b>X</b>
Travel tickets	
Passports, VISA's	
Accommodation and travel booking documents	

**I acknowledge that this document was completed by me, and I am the appointed DSO for this trip.**

<b>Full Name:</b>	
<b>Date:</b>	
<b>Signature:</b>	



## **23 ANNEXURE G: ACKNOWLEDGEMENT OF THE SAFEGUARDING REGULATIONS**

I (full name) \_\_\_\_\_ hereby acknowledge that I have familiarized myself with the policies and procedures defined in **LIFESAVING SOUTH AFRICA's** Safeguarding Policies and Regulations and I hereby accept that I will at all times adhere to all Safeguarding measures of all athletes with special consideration to athletes defined as vulnerable who may include but not limited to Young Adults, People with a Mental and/or a Physical Disability, Competitive Athletes, Women, Elderly Persons, and any other Vulnerable Adults.

I further undertake to report any suspicion or knowledge to an appointed Designated Safeguarding Officer.

I accept that **LIFESAVING SOUTH AFRICA** reserves the right, should I fail to adhere to any of the rules, regulations or policies given within the Safeguarding manual, to ban me from all clubs, events or functions that have anything to do with **LIFESAVING SOUTH AFRICA**.

I hereby accept these conditions.

This document was signed by me on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

