



# Canoeing SA Safeguarding Policy

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AGAINST HARASSMENT AND ABUSE IN ALL SPORT

Prepared by  
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## **ACKNOWLEDGEMENTS**

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## INTRODUCTION

Canoeing SA is South Africa's national canoeing sporting body. The main business of Canoeing SA is to promote and develop a strategy and framework for high performance canoeing as defined in the National Sport and Recreation Act 110 of 1998 as amended by the National Sport and Recreation Amendment Act, No 18 of 2007 in the Republic of South Africa as well as to act as the controlling body for canoeing and for the preparation and delivery of all canoeing 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.

Included in its objectives are the following:

- Affiliation to and/or recognition by the appropriate international, continental, and regional canoeing organizations and for these purposes to act as the recognised national entity for the Republic of South Africa.
- Act against any form of discrimination and violence in canoeing in South Africa.
- Adoption and implementation of WADA's Anti-Doping Code, thereby ensuring that Canoeing SA aligns to international anti-doping policies, rules, and regulations.

Canoeing SA must create an atmosphere in which everybody who participates in canoeing in South Africa can have a safe, rewarding, and positive experience.

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

Safeguarding in canoeing in South Africa is the responsibility of Canoeing SA and they will endeavor to ensure all their staff, volunteers, operations and programs do no harm to children or vulnerable adults, or expose them to harassment, abuse, or exploitation.

## **PURPOSE**

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

- Ensure everyone in canoeing 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 canoeing, has the ability to 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 canoeing, irrespective of whether they arise at local, national or international level.
- Implement effective measures that minimize the likelihood of incidents of harassment and abuse arising in canoeing.
- Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in canoeing.

## DEFINITIONS

- **Abuse** refers to any form of abuse or harassment which may occur in one of 5 forms either in isolation or in combination. These are, but not limited to Psychological Abuse; Physical Abuse; Sexual Harassment; Sexual Abuse; Neglect or Bullying. This 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.
- **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 Canoeing SA's Governing Board.
- **Bullying or cyberbullying** means unwanted, repeated, and intentional, aggressive behavior usually among peers, and involves a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumors 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. Early childhood relates to those below 8 years of age. A juvenile, young person and adolescents are 10-18 years of age.
- **Designated Safeguarding Officer (DSO)** means the designated person to every club associated with Canoeing SA who has been appointed by the National SSO trained as a Designated Safeguarding Officers. Clubs should, where possible be aware of other DSO's in their area in case the need for a DSO of a different sex is required.

- **Harassment** (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 or hatred towards lesbian, gay or bisexual individuals.
- **Judicial Body** means a body which must be made up of a minimum of 3 people, and where possible should exclude the Federations 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 Canoeing SA.
- **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 or any person who has a duty of care over a child at any given time.
- **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 sport event.
- **Physical abuse:** non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include 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-contact behaviors 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 behaviors that constitute psychological abuse target a person's inner life in all its profound scope.
- **Safeguarding Awareness Certificate (SAC):** means the safeguarding training to be completed by every coach affiliated to Canoeing SA.
- **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 by The Board of Canoeing SA as an outsourced Partner to consult on any or all matters pertaining to Safeguarding within Canoeing SA. 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 Canoeing SA feels may need assistance in Safeguarding.
- **Safeguarding Policy:** means this document concerning the protection against Harassment and Abuse in Canoeing SA.
- **Senior Safeguarding Officer (SSO):** means the lead person appointed by Canoeing SA 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 Canoeing SA.
- **Sexism:** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on a 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/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 Canoeing SA.
- **Volunteers:** means any person, adult or child who is working or assisting Canoeing SA or assisting any club or structure affiliated to Canoeing SA 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 Canoeing SA.
- **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.

## **RESPONSIBILITIES OF CANOEING SA TO SAFEGUARDING**

Canoeing SA recognises that it has a responsibility for guiding all structures of Canoeing SA 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.”

Additionally 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 care-giver who otherwise has no parental responsibilities and rights in respect of a child, must, whilst the child is in that person's care safeguard the child's health, well-being and development; and protect the child from maltreatment, abuse, neglect, degradation, discrimination, exploitation, and any other physical, emotional or mental harm hazards.

Harassment and abuse can have significant long-term negative impact on an athlete's 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.

Canoeing SA 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(...)”.

Canoeing SA is committed to the principles of safe sport and good governance and have developed this policy for the prevention of harassment and abuse within sport which requires each club affiliated in any way to Canoeing SA to adopt and implement these policies and procedures. Any club who feels for whatever reason they are unable to must make request to the National SSO and each case will be decided on its own merit.

Canoeing SA undertakes to ensure that due diligence on every club affiliated to Canoeing SA is carried out to ensure that all canoeing clubs have met best Safeguarding Practices. The due diligence and/or inspection of all safeguarding regulations and the assistance to all Canoeing

SAclubs will be completed by the National SSO or the Federation Appointed Safeguarding Partner annually. The National SSO also reserves the right to inspect the safeguarding in any club at any time and has the right to request the National Safeguarding partner to do the same.

Canoeing SA is to ensure that all applications for roles in the sport 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.

Canoeing SA 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.

Canoeing SA will always ensure that an appropriately qualified Senior Safeguarding Officer is either appointed from within the federation or this position will be outsourced, and the identity of that person/organisation will be communicated to every club, and/or structure and DSO within Canoeing SA.

### **Expectation of Canoeing SA Senior Safeguarding Officer**

- Canoeing SA 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.
- The Executive Board must appoint Canoeing SA Senior Safeguarding Officers
- Canoeing SA 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.
- Canoeing SA 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 anytime.

- b) To be the main point of contact for Canoeing SA 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 Canoeing SA's Board of any pending disciplinary or ethical enquiry.
- e) To provide, if requested, support to anyone who reports a case of possible non-accidental 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 Canoeing SA's 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.

## **RESPONSIBILITIES OF CANOEING CLUBS AFFILIATED TO CANOEING SA**

It is the responsibility of every canoeing club affiliated with Canoeing SA, unless an exception is approved by the National SSO, to: -

- Ensure that this Safeguarding Policy Document is available either online or in hard copy for anyone to view
- Ensure that their Code of Ethics Document is available either online or in hard copy for anyone to view
- Ensure that their Code of Conduct Document is available either online or in hard copy for anyone to view
- Ensure that they, at all times, have an appointed Designated Safeguarding Officer (D.S.O.) who has completed their DSO training and all relevant refresher courses.
- 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) every 24 months.
- Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers have been cleared against the Child Protection Register (as defined in the Children's Act of 2005) every 24 months.
- Ensure that all coaches, administrators, technical officials whether working as paid staff or volunteers have had Criminal Clearance check done every 24 months.
- To assist the communities and schools, in which Canoeing SA may have clubs to understand our commitment to safeguarding including all relevant process' and protocols.
- To ensure that every person has the ability to report anonymously on any challenges they maybe facing and to encourage and motivate any person connected to the club, including but not limited to, club exco, 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.

## **RESPONSIBILITIES OF ANY PERSON AFFILIATED TO CANOEING S.A.**

It is the responsibility of every person affiliated to Canoeing SA, no matter how they are associated with Canoeing SA to: -

- have a basic knowledge of how to ensure the safety of all children and adults and to have completed their Safeguarding Awareness Certificate.
- have appropriate opportunities to develop and maintain the necessary attitudes, skills and knowledge to do this.
- to assist the communities we work with, to understand our commitment to safeguarding including all relevant processes and protocols.
- to ensure everyone has the right to participate in canoeing 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.
- recognise that the welfare of all who take part in canoeing, regardless of their role, is important and they place the safety and well-being of all participants at the center of everything we do.
- recognise that in as much as any participants could be subjected to non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect, certain groups may be more vulnerable than others, 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

Canoeing SA is committed to implementing robust procedures to safeguard and protect all participants in sport including procedures to address the risks associated with specific vulnerable groups.

## **THE APPOINTMENT OF THE GUARDIAN AS CANOEING SA NATIONAL SAFEGUARDING PARTNER**

Canoeing SA recognizes that the prevention of harassment and abuse in canoeing 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 Canoeing SA has appointed **The Guardian** as our National Safeguarding Partner. It is vital that in as much as legislation and best practice dictate that allegations be reported to various South African statutory authorities. It is important that anyone affiliated to Canoeing SA have the ability to access **The Guardian** to ensure best international safeguarding practices and compliance.

Canoeing SA recognises that the effectiveness of safeguarding is dependent on ensuring athletes and other participants are involved and engaged and receive appropriate training and support. **The Guardian** are the approved service provider to Canoeing SA for all 3 levels of training.

- **Safeguarding Awareness Certificate (SAC)**

It is imperative that every person, including but not limited to coach, administrator, technical assistant, volunteer, permanent contractor, hospitality staff etc. working within the structures of Canoeing SA complete their SAC certificate as soon as possible once this policy has been signed and ensure that it is renewed annually.

- **Designated Safeguarding Officer (DSO)**

It is imperative that every club falling into the structures of Canoeing SA ensure that their club appoint 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 any refresher courses.

- **Senior Safeguarding Officer (SSO)**

It is imperative Canoeing SA appoint an SSO to assist all unions and clubs within the federation with any challenges pertaining to Safeguarding.

# **POLICIES**

## **1. RECRUITMENT POLICIES**

### **1.1. Recruitment Policy**

#### **Purpose**

Canoeing SA 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.

#### **Policy**

1. Any staff member or volunteer involved with canoeing through Canoeing SA who may have any access to children, young people, persons with a mental and/or physical disability and any other vulnerable adults must be vetted for a Criminal Record and in accordance with The Sexual Offences Amendment Act and the Children's Act.
2. Any staff member or volunteer involved with canoeing through Canoeing SA who will have any access to children, young people, persons with a mental and/or physical disability and any other vulnerable adults must have a traceable reference from their most recent previous employer where they worked as a coach. If the applicant has never worked as a coach, then a reference is needed from their most recent employer. If the person is a youth or young adult and has never worked, then they must get at least 2 personal references. All references must be traceable, and it is the responsibility of the club DSO to contact all references.

## 1.2. Sexual Offences Register Policy

### **Purpose:**

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

### **Policy:**

It is the policy of Canoeing SA 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.

### 1.3. 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. Canoeing SA undertakes to ensure that all staff and volunteers affiliated in any way to Canoeing SA are cleared in accordance with the Act.

**Policy:**

It is the policy of Canoeing SA 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 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.

## 1.4. 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 positioned that is being applied for.

### **Policy:**

It is the policy of Canoeing SA that all persons working in any capacity either as staff member or in any volunteer capacity, including, but not limited to coaching staff, volunteers, technical assistants, 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.

## 2. POLICY & PROCEDURES FOR REPORTING ABUSE OF CHILDREN

### Purpose

The purpose of this policy is to ensure all employees and volunteers associated in any way to Canoeing SA are aware of the reporting of abuse 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.

### Policy

#### 2.1. 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 Guardian for telephonic advice.

#### 2.2. Information to Canoeing SA

The procedure for the distribution of child abuse information to Canoeing SA is to be as follows:

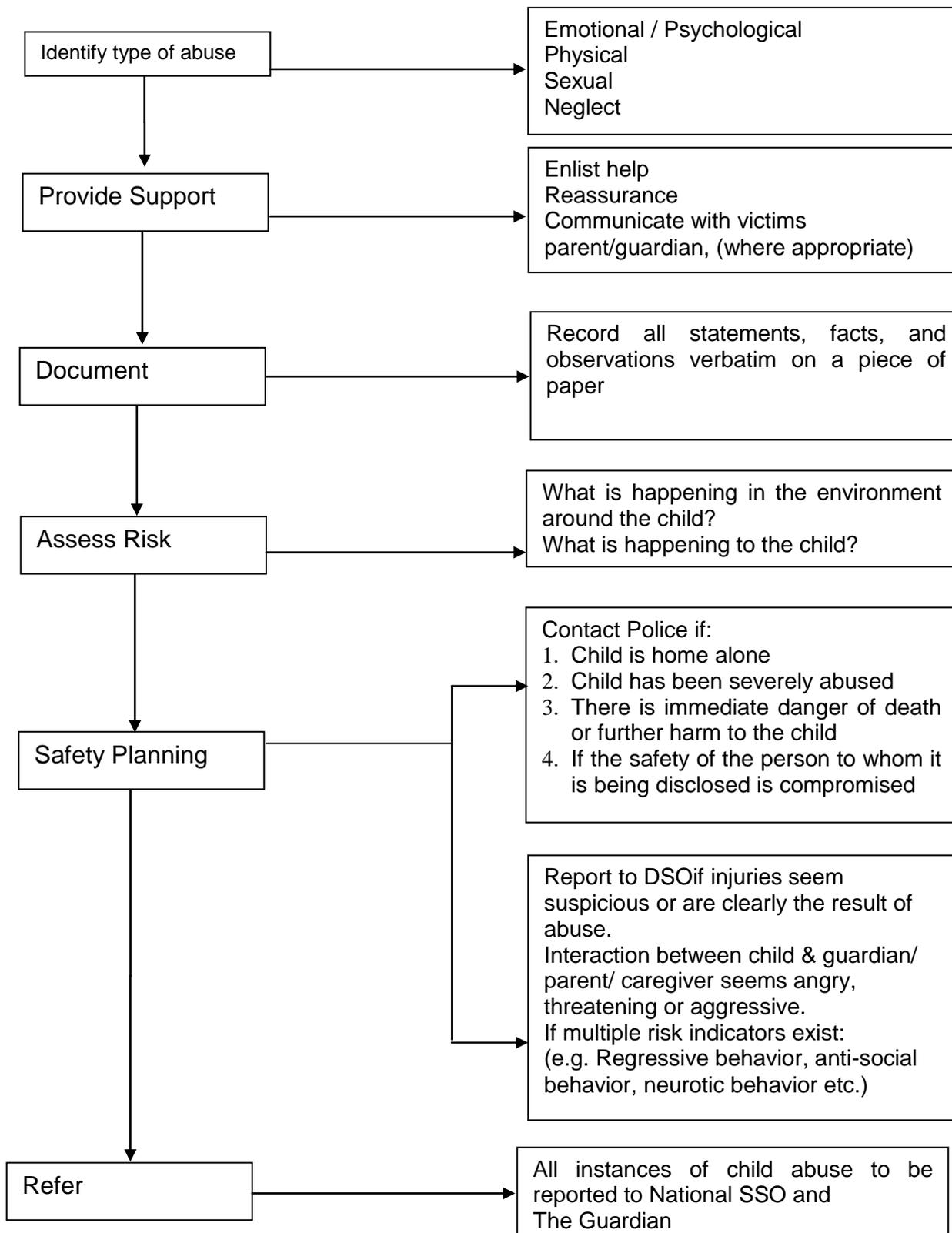
Any DSO, to whom a disclosure is made, either directly or indirectly, must submit within 24 hours of receiving the report, inform the Canoeing SA Senior Safeguarding Officer.

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

### 2.3. Guidelines for Managing 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.
- Tell the child you are glad that he or she has told you.
- 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.

## 2.4. Procedure for Responding to Actual or Suspected Abuse



## 2.5. Legal Responsibilities when Reporting

All staff and volunteers are legally bound to report all matters of suspected and actual child abuse to the SAPS, Canoeing SASSO and The Guardian.

### 3. GENERAL SAFEGUARDING POLICIES

#### Introduction

Canoeing SA 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.”. In line with this Right, Canoeing SA, and all stakeholders, will, at all times, endeavor to safeguard children, not only from abuse, but also from anything else that may cause harm to a child physically and/or emotionally.

### 3.1. Media Policy

#### Purpose

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

#### Policy

Anyone interested in conducting any type of media interview (e.g. documentary film, drama workshop, interview etc.), where the subject of the interview is an underage athlete, who is affiliated to Canoeing SA, the following must be adhered to: -

- 1 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.
- 2 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.
- 3 For consent to be authorised the DSO for the Club must have authorised the application.
- 4 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.

**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 but not limited to,

- Tell me where you live?
- Do you have a boyfriend/girlfriend?

Are forbidden.

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.

## 3.2. 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 Canoeing SA, either as a staff member or volunteers adhere to good practice and maintain the safety and rights of all children.

### Policy

1. Photography is prohibited in any changing room or toilet area.
2. Any photograph or video of a child may not include the child's name without the permission of the child and parent / guardian.
3. Any professional organizations or press photographing children at any club affiliated to Canoeing SA 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.
4. Parents/Guardians may only take photographs of their own children. If a parent/guardian wants to take a picture of another child (eg.your child's friend etc.) your child must appear in that photo and where possible the parents of the other child must give permission.
5. Under no circumstances may the photo, video, name, or personal details of a child other than your own, acquired on any of our premises be placed in a public forum such as in a mass media or web-based medium.
6. 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.
7. If the child is over the age of 12, the child's permission to capture any image must be obtained.
8. If the child is under the age of 18, the child's parent/guardian must consent to any image being captured.

### 3.3. 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 Canoeing SA are aware of the need to safeguard all athletes and their presence is monitored whilst on the premises.

#### Policy

- All Service providers, paid or volunteer, will sign this policy before commencing any work.
- No service provider, paid or volunteer, maybe alone with any child athlete at any time.
- No service provider, paid or volunteer, maybe alone in any changeroom or toilet in the club at any time with an athlete.
- Any service provider, paid or volunteer, who will do any work in any club affiliated to Canoeing SA and as a result will work in the club, full time or part time for a period of more than a week will be expected to have a clearance in accordance with the Sexual Offences Act and a Criminal check.
- 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 Canoeing SA.
- Any service provider, paid or volunteer, who notices anything such as, but not limited to, behavior 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.

Club Designated Safeguarding Officer : \_\_\_\_\_

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

I understand this policy and accept the conditions and will adhere to them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name



### 3.4. 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).

#### Policy

South African Legislation prohibits the use of both illegal and dependence producing drugs. As a result, Canoeing SA declares all clubs affiliated to Canoeing SA 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 Canoeing SA.

Any DSO affiliated to Canoeing SA, who needs to act in accordance with this policy, must as far as possible ensure that their actions are rehabilitative as opposed to punitive.

All clubs will also, in accordance with the Occupational Health and Safety Act 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.

#### Canoeing SA 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 abovementioned 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 and where necessary in consultation with SAIDS.

#### 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, as a result 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.**

## **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 Canoeing SA may be 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 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. Should the the DSO find that informing the parents would negatively impact the child, then the DSO must immediately refer the matter to the local office of Department of Social Development office 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.

### 3.5. Anti-Bullying Policy

#### Purpose

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

#### Policy

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

#### 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:** e.g. Name calling, teasing, abuse, putdowns, sarcasm, insults, threats, harassment, insults against a student and/or his family, etc.
- **Physical:** e.g. Spitting, hitting, punching, kicking, scratching, tripping, pushing, biting, pulling hair, throwing objects at another person, invading personal space to intimidate, etc.
- **Social/Psychological:** e.g. Ostracizing (group consents to deliberately exclude or ignore), alienating (one or more people excluded), making inappropriate gestures to humiliate, mocking others, spreading stories and rumors, 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, e.g. Demanding money, etc.

#### A Statement of Purpose **(To be displayed at every Club)**

Canoeing SA 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 Canoeing SA 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 behavior when they occur.

**ANY PERSON** affiliated with Canoeing SA 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 Canoeing SA 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 behavior
- Refuse to watch, laugh or join in when someone is being bullied
- Report any bullying incident directed at self or others to the DSO or via the anonymous reporting app
- Help break down the code of secrecy.

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

- Model appropriate behavior 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 behavior is suspected
- Be willing to attend interviews at the club, when appropriate.

**The Club** has a responsibility to:

- Take seriously parent concerns about bullying.
- Provide students with strategies to respond positively to incidents of bullying behavior, including responsibilities as bystanders or observers.
- Provide parents, caregivers and students with strategies that promote appropriate behavior, 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 behavior involving their children.
- Follow up appropriate action and document complaints of bullying, harassment and intimidation.
- Ensure ongoing strategies to prevent bullying behavior.
- Ensure that all staff are aware of Canoeing SA's Anti-Bullying stance.

### 3.6. 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.*

#### Policy

Canoeing SA is committed to providing a safe environment for all its staff, volunteers and athletes which is free from any sexual harassment. Canoeing SA 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 Canoeing SA 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.

### 3.7. Child Collection Policy

#### Purpose

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

#### Policy

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

It is expected that every parent/guardian must ensure that when leaving their child at a club, the coach is aware that the child has arrived, and that the coach is aware that he/she is now responsible for the child.

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

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.

If a child uses public transport or is responsible for their own travel between the venue and home, then the parent or guardian must inform the Coach if the child is more than an hour late returning home.

#### 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 1 hour. 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.

**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 in the child's file 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 [Annexure D Checklist for Intoxication Form](#) 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 on file.

### 3.8. 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.

#### Policy

It is the Policy of Canoeing SA that every trip or tour, no matter whether it is a day trip or longer (which would include overnight stays), must be cleared by either the club DSO or the tour DSO.

Any such tour must be subject to criteria set out in the checks as per [ANNEXURE F: Trip/Tour Checklist](#).

All DSO's responsible for trips/tours (including both day and overnight) must retain a copy of their completed Trip/Tour Checklist for a period of 3 months and Canoeing SA reserves the right to request a copy thereof.

Any trips/tours funded by Canoeing SA must have their Trip/Tour Checklist forward to the SSO at least 3 days before local trips and at least 2 weeks before international trips.

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

### 3.9. Transport Policy

#### Purpose

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

#### Policy

It is the policy of Canoeing SA that 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 equipped with safety harnesses then at all times, all children 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.

### 3.10. Incidents and Accidents Procedure

#### Purpose

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

#### 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 DSO as soon as possible, but no later than 24 hours after the incident/accident.
3. The club DSO should, as soon as possible, take any action that he/she deems necessary to ensure that there is no reoccurrence of the incident.
4. In accordance with point 2 above, the Incident Report to the Club DSO must be submitted in 24 hours, unless the incident is of a serious nature (Death, serious injury, physical abuse, or sexual abuse).
5. If the report is an incident of a serious nature (Death, serious injury, physical abuse, or sexual abuse) the DSO must be informed immediately.

### 3.11. Protection of Information

#### Purpose

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

#### 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 behavior 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 receives 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 clubs designated 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.

### 3.12. Anonymous Report Policy

#### **Purpose:**

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

#### **Policy:**

It is the policy of Canoeing SA to ensure that all athletes have the ability to 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 Canoeing SA in conjunction with all club DSO's will encourage all athletes to make use of The Guardian Anonymous Reporting App.

Every club affiliated to Canoeing SA will ensure that their DSO is familiar with **The Guardian Anonymous Reporting App**.

### 3.13. 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 maybe a threat to children.

#### Policy

1. 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.
2. 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.
3. Producing the documentation does not automatically allow visitors access. The Club DSO and chairperson has sole discretion as to whom they allow onto the club premises.
4. 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 **1 week** must be cleared against the Sexual Offences Register, and have a criminal check. These certificates must be inspected by the club DSO before the commencement of any work.
5. A visitor's book should be maintained to record anyone entering the club who is unknown or uninvited by a member.

### 3.14. 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 Canoeing SA this policy must be adhered to.

#### Policy

1. Every club reserves the right to exclude any person (including children) with a contagious disease from their facilities, programs 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.

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)

Hemorrhagic fevers of Africa (Congo fever, Dengue fever, Ebola fever, Lassa fever, Marburg fever, Rift Valley fever)

Lead poisoning

Legionellosis

Leprosy

Malaria

Measles (rucola)

Meningococcal infections

MERS-CoV

Paratyphoid fever

Plague

Poisoning from any agricultural/stock remedy registered in terms of the Fertilizers, Farm Feeds

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

Tuberculosis

(l) Pulmonary and other forms, except cases diagnosed solely based on clinical signs and

symptoms.

(II) In the case of any child younger than 5 years with a significant reaction following tuberculin testing.

Typhoid fever

Typhus fever (epidemic louse-borne typhus fever, endemic flea borne typhus fever)

Viral hepatitis A, B, non-A, non-B and undifferentiated

Whooping cough

Yellow fever

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.

### 3.15. Discipline vs Punishment Policy

#### Purpose

The purpose of this policy is to ensure that all coaches, volunteers, staff of any club affiliated with Canoeing SA understand the difference between discipline and punishment and in all instances of challenging behavior by a child 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 behavior is okay and what behavior is not okay. The focus is on what children are expected and allowed to do. It includes catching kids being good and encouraging appropriate behavior. It also includes modeling appropriate behavior.

**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 misbehavior 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 behavior.

Children who are coached in a way that stresses positive discipline will understand their own behavior 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 misbehavior, but the consequences are meaningful and related to the behavior.

#### Policy

It is vital that all stakeholders, especially coaches, affiliated directly to Canoeing SA, or to any club affiliated to Canoeing SA ensure that any behavior 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 behavior 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.

**Examples of preferred disciplinary actions include.**

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

### 3.16. Confidentiality Policy

#### Purpose

The purpose of this policy is to ensure all clubs affiliated to Canoeing SA 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.

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.

#### Policy

It is the policy of Canoeing SA 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.

### **3.17. 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.

#### **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 5 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding. 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.

Any other records relating to other complaints will be retained for a period of 3 years.

### 3.18. 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 knows and understands that the safety of athletes and most specifically vulnerable athletes is of paramount importance to Canoeing SA.

#### Policy

Any person engaging in any way with Canoeing SA, and who MAY at any time or in any way come into contact with any athlete whether that person is employed, contracting or volunteering with any club, event, tournament or competition must ensure that they have read and understood Canoeing SASafeguarding 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 Canoeing SA.

### **3.19. DISCIPLINARY POLICY**

It is important to ensure that there is a separation between HR issues and Safeguarding issues. Therefore, all HR and IR related matters must be dealt with in accordance with the rule's set out for that.

All safeguarding discipline issues must be dealt with in accordance with the Safeguarding Disciplinary Code.

## ANNEXURE A: REPORTING FORM

<b>FORM FOR REPORTING CONCERNS</b>	
Name of reporter	
Addresses of Reporter (Physical and e-mail)	
Telephone number of reporter	
Relationship to the victim	
How did you receive this information	<input type="checkbox"/> Witness <input type="checkbox"/> Someone reported to you <input type="checkbox"/> Victim <input type="checkbox"/> Other(specify)
<b>Victim's Information</b>	
Name	
Age/Date of birth	
Nationality	
Addresses (Physical and e-mail)	
Contact number	
Victim is:	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Officials <input type="checkbox"/> Others
Other specific information (Young athlete, impaired athlete...)	

**Detail of the harassment or abuse**

<p>Nature of the incident:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Psychological abuse</li> <li><input type="checkbox"/> Physical abuse</li> <li><input type="checkbox"/> Sexual harassment</li> <li><input type="checkbox"/> Sexual abuse</li> <li><input type="checkbox"/> Neglect</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Other (specify)</li> </ul>
<p>Date, time, place, country of the incident</p>	
<p>Information about the harasser or abuser if possible (identity, contact details etc.)</p>	
<p>The incident is:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suspicion of harassment or abuse</li> <li><input type="checkbox"/> Recognised harassment or abuse</li> </ul>
<p>Explanation of what happened (Please give as much accurate detail as possible)</p>	
<p>Any action taken before the report (relevant authorities):</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes (specify which one)</li> <li><input type="checkbox"/> No</li> </ul>

**Other Information**

**All information in this document is STRICTLY CONFIDENTIAL and only for use by the club DSO or any person they deem would be able to assist the victim. Canoeing SA Senior Safeguarding Officer may also access this document.**

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

This form is required for any person(s) intending to conduct any type of research, media interview, inquiry or to take pictures or video in which children affiliated to Canoeing SA, would be involved and they would be interviewed for any reason which aligns to canoeing. The purpose of this form is to assess the nature of your enquiry, in order to ensure rights and safety of all children is adhered to.

Name of Photographer/Interviewer	
Institution or company (Please include name, department, and address)	
Contact number and email address	

What are the objectives of the photographs/interview?

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Where do you intend to conduct the interview or photography?

(e.g. At competition, At Event, At club)

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Who are you intending on photographing or interviewing?

(Please be as specific as possible, including age range, girls / boys etc...)

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Who from outside your organization will be involved in this interview or the capturing of these photographs? Please list names, ID Numbers and contact numbers and relation to your organization.

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

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How is the confidentiality of information to be guaranteed?

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

I, \_\_\_\_\_ 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 Canoeing SA supercedes any story, interview or photograph or video footage captured.
- No recording of any matter may happen in the toilets, changerooms, bathrooms 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 Canoeing SASSO.

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

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address, Phone number: \_\_\_\_\_

**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, phone number (if applicable): \_\_\_\_\_

\_\_\_\_\_

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 main stream 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:

- Interview
- Photograph
- Video graph
- Live stream

The interview with \_\_\_\_\_ is authorised on condition that:

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

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





## ANNEXURE E: INCIDENT REPORTING FORM

NAME OF CLUB: _____			
NAME OF DSO: _____			
NAME OF PERSON COMPLETING FORM: _____			
TELEPHONE NUMBER OF PERSON COMPLETING FORM: _____			
WITNESSES			
NAME	CONTACT NUMBER		
FACTS ABOUT INCIDENT			
Date of incident	Time	Name of Staff Member on Duty	Location of Incident (e.g. Kitchen, Toilet)
Explain what happened / describe injuries (if any)			
Action taken by staff / treatment given			
Corrective measures taken to remedy and/or prevent recurrence			
Name of treating Doctor	Contact Number	Date treatment given	Time
PERSON NOTIFIED			
Relationship to injured	Name	Number	Time & Comments
Were Emergency Services Contacted		YES	NO
If Yes, Who and When:			
Club DSO Contacted		YES	NO

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

Date: \_\_\_\_\_

## ANNEXURE F : TRIP/TOUR CHECK LIST

Destination : \_\_\_\_\_

Departure Date : \_\_\_\_\_

Tour DSO : \_\_\_\_\_

Reason for trip : \_\_\_\_\_

**TO BE COMPLETED BY TOUR DSO AND RETURNED TO NATIONAL SSO 2 DAYS BEFORE TRIP**

PURPOSE OF THE TRIP			
TYPE	YES	NO	COMMENTS
Competition/Tournament			
Conference			
Field visit			
Awards			
Other (specify)			
Combination, please state			

PLANNING			
ARRANGEMENTS	YES	NO	COMMENTS
When			
Where			
staff / volunteers / participants have been selected			

TRANSPORT			
ARRANGEMENTS	Yes	No	COMMENTS
Journey times and stopping points planned			
Supervision for Vulnerable athletes arranged			
Suitability and accessibility investigated			
Drivers License checked			
Insurance			
Vehicle Safety checked			

INSURANCE			
ARRANGEMENTS	YES	NO	COMMENTS
Liability			
Accident			
Medical			

EMERGENCY PROCEDURES ARRANGED			
ARRANGEMENTS	YES	NO	COMMENTS
First Aid			
All Specific Medical needs met			
All children aware of all reporting procedures			
Home contact details for all athletes collected			

SUPERVISION AND STAFFING			
ARRANGEMENTS	YES	NO	COMMENTS
Ratio of staff to athletes			
Ratio of Male / Female			
Specialist carers			
Clear Responsibilities			

COMMUNICATION WITH PARENTS			
ARRANGEMENTS	YES	NO	COMMENTS
Destination and accommodation details (address / contact details / <b>person in charge at the venue</b> )			
Name / contact details of Tour DSO			
Drop off / pick up times			
Transport Arrangements			
Event details			
Kit and equipment list			
Emergency procedures, home contact			
Consent form			
Information re medical conditions (Impairments, medications, allergies etc.)			
Code of Conduct			
Safeguarding arrangements (reporting concerns, supervision etc.)			
Process for parents contacting Trip Leader or young person			
Process for young person contacting parent			

DOCUMENTATION			
ARRANGEMENTS	YES	NO	COMMENTS
Consent Form from parents			
Medical Form			

**THIS PART MUST BE COMPLETED IN ADDITION IF THERE IS AN OVERNIGHT STAY**

HOSTING OR BEING HOSTED			
ARRANGEMENTS	YES	NO	COMMENTS
Hosts vetted?			
Hosts aware of any special requirements (diet, medication, allergies, impairments etc.)			
Language			
Transport arrangements			
Telephone contact			
Local map and information			

ACCOMMODATION			
ARRANGEMENTS	YES	NO	COMMENTS
Type (hostel, hotel, hosting, camping etc.) and contact details of venue			
Pre-event visit and risk assessment made			
Catering, special diets, food allergies			
Suitability for group, including accessibility			
Room lists			
Supervising adults' sleeping arrangements			

SUPERVISION AND STAFFING			
ARRANGEMENTS	YES	NO	COMMENTS
Cover for all activity and free time periods			

COSTS AND CASH			
ARRANGEMENTS	YES	NO	COMMENTS
For travel			
Payment Schedule: deposit, staged payment			
Extra meals, refreshments			
Spending money			
Security			

ARRIVAL			
ARRANGEMENTS	YES	NO	COMMENTS
Check rooms, meal times, phones, valuables			
Check venues			
Collect in money, valuables			
Information on medications			
Arrange group meetings			
Confirm procedures with staff			
Rules (e.g. curfews etc.)			

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

EMERGENCY PROCEDURES			
ARRANGEMENTS	YES	NO	COMMENTS
International Medical Travel Insurance			
Details of South African Embassy / consulate			

PREPARING YOUNG PEOPLE			
ARRANGEMENTS	YES	NO	COMMENTS
Local culture, language			
Expectations on dress code and behaviour			
Food and drink			
Currency			
Telephones			
Maps of area			

DOCUMENTATION			
ARRANGEMENTS	YES	NO	COMMENTS
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..

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Signature

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Date

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Print Name



## ANNEXURE G: ACKNOWLEDGEMENT OF SAFEGUARDING REGULATIONS

I, \_\_\_\_\_, hereby acknowledge that I have familiarised myself with the policies and procedures defined in Canoeing SA 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 Canoeing SA reserves the right, should I fail to adhere to any of the rules, regulations or policies within the Safeguarding Policy Manual, to ban me from all clubs, events or functions that have anything to do with Canoeing SA.

I hereby accept these conditions.

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

\_\_\_\_\_  
Signature

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