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GolfRSA Safeguarding Policy

1. INTRODUCTION

- a) SASCOC adopted a Safeguarding Policy in November 2019 ("the SASCOC Policy").
- b) As a member of SASCOC, GolfRSA is obliged to implement its own safeguarding policy and management framework for the safeguarding obligations upon GolfRSA in terms of the SASCOC Policy, as detailed in this document ("the Policy").
- c) This Policy is effective as of [insert date].
- d) This Policy applies to all GolfRSA activities within the Republic of South Africa, as well as traveling golf teams, or Responsible Persons, outside of its borders, under the auspices of GolfRSA.

2. DEFINITIONS

- a) **Adult** means persons 18 years and older;
- b) **Golfers 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;
- c) **Board** means GolfRSA's Board of Directors;
- d) **Bullying** 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 rumours or falsehoods, attacking someone verbally or deliberately excluding someone. This can happen in the real world or the cyber world;
- e) **Child** means any person who has not turned 18 years of age. Early childhood relates to those below 8 years of

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- age. A juvenile, young person and adolescents are 10-18 years of age;
- f) **Club** means any golf facility that is associated with a Union or GolfRSA;
- g) **Coaches** means PGASA, WPGA, SAGDB and SADGA coaches, or any person formally acting as a coach in a GolfRSA development program;
- h) **Homophobia:** antipathy, contempt, prejudice, aversion, or hatred towards lesbian, gay or bisexual individuals;
- i) **Neglect** means 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 golfer entourages;
- j) **Negligence** means the failure of a coach or another person with a duty of care towards the golfer to provide a minimum level of care to the golfer, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm;
- k) **Non-accidental harm** means any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation.
- l) **Physical abuse** means non-accidental trauma or physical injury caused by punching, beating, kicking, biting or otherwise harming a golfer. 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;
- m) **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;
- n) **Responsible Persons** means all adult persons involved with golf through GolfRSA or the Unions, either as Staff, Coaches, or in a volunteer capacity (but only those for a period of more than 6 days in a 3-month cycle), including coaches [in addition to those as defined in (g) above], technical official, management, chaperones, medical support, administrators or service providers, or any other member of a GolfRSA or Union team's entourage or person assisting at any golf events;
- o) **SASCOC** means the *South African Sports Confederation and Olympic Committee*;

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- p) **Safeguarding Partner** means an organisation appointed by GolfRSA as an outsourced partner to consult on any matters pertaining to safeguarding within GolfRSA, for the time being it is *The Guardian* _____;
- q) **Sexism** means 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;
- r) **Sexual abuse** means any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given;
- s) **Sexual harassment** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;
- t) **Staff** means all persons as employed by GolfRSA or a Union;
- u) **Union** means a provincial golfing body which is a member of GolfRSA; and
- v) **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.

3. SCOPE OF THE POLICY

GolfRSA administers, operates and provides services to amateur golf in South Africa and as such has the following key responsibilities:

- working across the full spectrum of golf development in South Africa;
- providing support services to Unions and Clubs and maintaining a uniform system of handicapping, administering and applying the Rules of Golf;
- providing championships and competitions for all ages and abilities; and
- identifying and developing the country's most talented amateur golfers, with the very top players joining GolfRSA's elite National Squads for specialised training and playing opportunities.

GolfRSA ~~generally conducts~~ conducts the following activities in terms of its role as the custodian of amateur golf in South Africa ("**GolfRSA Activities**"):

- a) Development Programs:

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- provide coaching for new golfers at various points across to country, mostly via Unions; or
 - via certified PGA or SAGDB coaches.
- b) Tournaments and Championships (both independent entry and team events):
- GolfRSA (National events) and Unions (provincial events).
 - In some instances, GolfRSA provides the accommodation for participants (e.g., men's interprovincial tournaments);
 - Unions: send teams with mManagers to national team events; and
 - Unions: host team events & in some instances make arrangements for same.
- c) National Squads: camps, coaching/training (some sessions may be one on one), events and tours.
- d) International / national team events / external team events – for which selections are made, training, tournament participation, tours; and
- e) Acting as the SASCOC recognised federation to the Unions.

The following entities and activities are excluded from this Policy:

- Organisations affiliated with GolfRSA, which currently have their own Safeguarding policy with regards to their own participants and members i.e.: SAGDB, SADGA, WPGA and the PGA of SA. However, it is the stated aim of GolfRSA to liaise with these organisations to check that their Safeguarding policies are of a standard for presentation to SASCOC;
- Golf clubs, driving ranges, mashie courses – these are independent businesses, even if GolfRSA uses their facilities;
- PGA of SA / WPGA, CMASA, Sunshine Tour / Sunshine Ladies Tour (amateurs participate in some of these tournaments);
- Other tours: IGT, Standard Bank Ladies Series (amateurs participate);
- Golfers who are not affiliated to GolfRSA and do not have a golf handicap, but are playing golf: this is a large-sizeable segment of the golf market; and
- External events: e.g., schools league, inter-school events.

4. PURPOSE OF THE POLICY

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The purpose of this Policy is to ensure that participants in GolfRSA Activities can do so without fear of Harassment or Abuse (as defined below), as such the key objectives of the policies are to:

- Ensure everyone participates in GolfRSA Activities understands that all forms of harassment and abuse are unacceptable and will not be tolerated;
- Ensure anyone participating, who has witnessed or experienced harassment or abuse within GolfRSA Activities, has the ability to report the incident without fear of victimisation or **retaliation**;
- Ensure an appropriate and coordinated response to any incidents of harassment or abuse within or connected to participation in GolfRSA Activities, 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 GolfRSA Activities; and
- Ensure all reasonable steps are taken during the recruitment of **Staff, Responsible Persons and Volunteers** to prevent unsuitable individuals engaging in GolfRSA Activities.

Commented [EF1]: We would need a discussion on a general reporting platform i.e. e-mail on website ? A tool could be safeguarding@golfrsa.co.za that always routes to the designated SSO? Plus a window or landing spot on title page of GolfRSA website? How will the Unions host a reporting function?

This Policy incorporates the definitions from the *IOC Consensus Statement 2016*. Harassment and abuse can be expressed, but not limited to: **five forms which may occur in combination or in isolation. These include:**

- psychological abuse;
- physical abuse;
- homophobia
- sexual harassment;
- sexual abuse;
- neglect; and
- bullying

(jointly “**Abuse**” or “**Harassment**”);

Abuse can be 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 one-off incident or a series of incidents. 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.

5. RESPONSIBILITIES OF GOLF RSA TO SAFEGUARDING

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GolfRSA acknowledges its following statutory responsibilities:

- *National Sport and Recreation Act of 1998*, clause 6.1 reads “National Sports Federations must assume full responsibility for safety issues within their sport and recreation disciplines”.
- Clause 4.4.3 of the *SASCOC Constitution 2018* requires member organisations “to take action against any form of discrimination and violence in sport”.
- 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 other-wise 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 or hazards.

GolfRSA is committed to the principles of safe sport and good governance and has developed this Policy for the prevention of Harassment and Abuse within its domain.

6. APPOINTMENT OF THE GOLFRSA SENIOR SAFEGUARDING OFFICER

The GolfRSA Senior Safeguarding Officer (“SSO”) shall be appointed by the Board and shall be a senior staff member of GolfRSA. The SSO shall be supported by the Safeguarding Partner as and when necessary.

The SSO shall have the following role and duties:

- a) to be the main point of contact for any person needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time;
- b) to sit as an advisor to the Board on all matters pertaining to the safeguarding of golfers, especially vulnerable golfers. This advice and recommendation should include, but not be limited to all risks, threats, weaknesses and challenges that may place the integrity and safety of GolfRSA or any of its members or golfers at risk.
- c) to be the main point of contact for any person participating in or a guardian of a participant in GolfRSA Activities;
- d) to ensure all reporting and investigation procedures set out in this Policy are understood and adhered to by all Union DSO's;
- e) to provide, if requested, support to any DSO who reports a case of possible non- accidental harm,

Commented [EF2]: Marc - do we need both a male and female here?
Deputy?

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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 this Policy; and
- g) 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 speedily reported to the relevant authorities in accordance with the applicable law, ~~and this needs to happen as soon as possible.~~

7. APPOINTMENT OF THE UNION DESIGNATED SAFEGUARDING OFFICERS

- Each Union shall adopt and implement a Safeguarding policy fundamentally similar to this Policy.
- Every Union must thus appoint its Designated Safeguarding Officer ("**DSO**"). This person should be a suitably qualified person but does not need to be an employee of the Union-
- The Union in appointing their DSO must inform the SSO of that appointment.
- The DSO must ensure that all the Safeguarding ~~measures-obligations in terms of this Policy are fulfilled and in turn, this Policy shall be the Safeguarding Policy of each of the Unions. are fulfilled. These duties shall be dealt with in the Safeguarding policy of the Union-~~
- All DSO's have the following additional roles and duties within the jurisdiction of their respective Unions:
 - a) to be the main point of contact for any person in amateur golf needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time within their Union jurisdiction;
 - b) investigating any allegations of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time within their Union jurisdiction;
 - c) to be the main point of contact for their Union or Club members about any request concerning safeguarding matters;
 - d) 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;
 - e) to be inform the SSO, if there are any allegations that may in any way lead to the registering of a criminal offence and to ensure without fear or favor that the matter is reported to the relevant

Commented [EF3]: Both male and female? Deputy?

DRAFT: FOR DISCUSSION PURPOSES ONLY**POLICIES****A: Recruitment Policy**

1. Any Responsible Person 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 Responsible Person 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. If the applicant has never worked in amateur golf as a staff member or volunteer, 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 GolfRSA to contact all references.

B: Sexual Offences Register Policy

To ensure compliance with *Chapter 6 of the Sexual Offences Amendment Act*, it is the policy of GolfRSA that all **ef** Responsible Persons are cleared in the prescribed manner in accordance with this Act and that they all have a certificate proving that the check has been conducted and that certificate is not older than 24 months and **thereafter** must be renewed every 24 months.

C: Child Protection Register Policy

To ensure compliance with *Section 126 of the Children's Act 38 of 2005*, it is the policy of GolfRSA that all of Responsible Persons are cleared in the prescribed manner in accordance with this Act 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.

D: Criminal Check Policy

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It is the policy of GolfRSA that all Responsible Persons have a certificate proving the check has been conducted and is not older than 6 months. Thereafter, all Responsible Persons must be re-checked every 24 months.

E: Policy & Procedures for Reporting Abuse of Children*Reporting*

Any Responsible Person 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 relevant SSO / DSO in the case of a Union activity or the SSO in the case of a GolfRSA activity;
- the Responsible Person to whom the child made the disclosure will immediately complete the *Reporting Form (Annexure A)* and submit to the SSO / DSO / SSO (whichever relevant) within 24 hours of the disclosure being made;
- under no circumstances may details of the abuse be divulged to any person other than the SSO-DSO / SSO / DSO unless the transference of this information will benefit the child directly;
- the SSO-DSO / SSO / DSO undertakes to report all incidents of child abuse to the **SAPS**;
- any person may contact the Safeguarding Partner for telephonic advice; and
- the information needs to include gender of child, age of child, nature of abuse and where abuse happened. No other details may be disclosed.

Commented [EF8]: Please advise. Escalated to SSO first?

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 SSO's / DSO's / SSO'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;

Commented [EF9]: Does one need permission? What if the child is intimidated, which is the most likely scenario

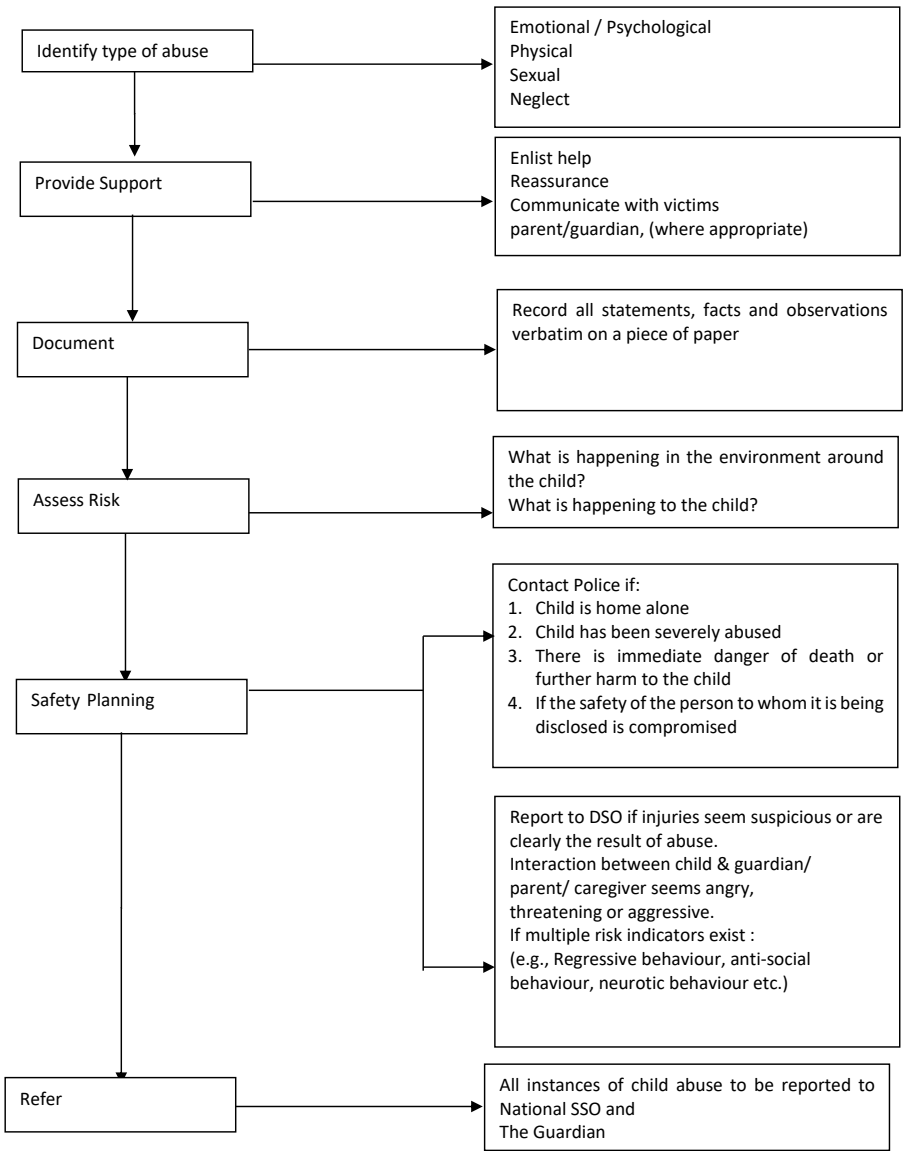
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- if necessary, seek medical help and contact the police or social services;
- acknowledge that the child may experience a range of feelings about the abuse such as anger, sadness and guilt. It is important to stress that the abuse was and is not the child's fault;
- acknowledge that you may need help dealing with your own feelings. If necessary, ask the DSO / [SSO](#) for assistance;
- always remain objective and do not allow personal matters, feelings, or pre-conceptions to cloud your judgment; and
- the reporting and investigation of child abuse must ensure the safety of the child.

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Procedure for Responding to Actual or Suspected Abuse

Commented [EF10]: Amend to reflect above



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F: Drug and Substance Abuse Policy

GolfRSA acknowledges and endorses the policies and procedures of the SA Institute for Drug-Free Sport and the World Anti-Doping Agency (WADA). Accordingly, such policies and procedures apply.

G: Coaches Policy

It is the policy of Golf South Africa that all coaches registered with the officially recognised coaching and development programmes of Golf RSA, and including the structures of the South African Golf Development Board ("~~SAGDB~~"), the Professional Golf Association of South Africa ("~~PGASA~~"), the Women's Professional Golf Association ("~~WPGA~~"), the South Africa Disabled Golf Association ("~~SADGA~~") must in accordance with this policy meet the following criteria:

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1. be cleared against the Sexual Offences Register;
2. be cleared against the Child Protection Register;
3. have had a criminal check done;
4. signed acceptance of GolfRSA's Code of Ethics;
5. signed GolfRSA's Declaration of Good Standing;
6. completed their SAC.

Commented [EF11]: Does this exist?

It is highly recommended that any person seeking golf coaching only use coaches registered with the PGA, WPGA, SAGDB and SADGA.

H: Anti-Bullying Policy

GolfRSA is an organization that encourages all golfers to respect and accept individual differences and promotes fairness for all. ~~GolfRSA seeks to promote quality safe golf that will help golfers to become self-directed. Therefore,~~ GolfRSA is against any form of bullying.

Responsible Persons are expected to:

- treat golfers and coaches with dignity and respect;
- behave appropriately and respect individual differences;
- refuse to bully and challenge inappropriate behavior;

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- refuse to watch, laugh or join in when someone is being bullied;
- report any bullying incident directed at self or others to the DSO / SSO;
- model appropriate behavior in word and action;
- identify signs of bullying and try to prevent repeat offences; and
- respond quickly and sensitively to bullying reports and report all bullying incidents to the DSO / SSO/-

H: Sexual Harassment Policy

GolfRSA is committed to providing a safe environment for all its Staff, volunteers and golfers which is free from any sexual harassment. GolfRSA will operate a zero-tolerance policy for any form of sexual harassment in any golf club/facility, event, or competition and treat all incidents seriously. 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 relevant DSO / SSO of the allegation.

I: Travel & Tour Policy

It is the policy of GolfRSA 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 the ~~SSO or~~ DSO / SSO.

J: Changeroom Policy***Adults using the changing rooms at the same time as children***

~~Children, especially younger children should have sole use of changing facilities. 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 golfers;~~
- ~~▪ if not, the SSO / DSO must negotiate specific time slots for younger groups, and the coaches/helpers, to have exclusive use of the changing rooms; and~~

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- ~~children and young people may opt to change at home before they arrive for the activity.~~

Remember that many children and young people are very self-conscious and anxious about undressing in front of others. Responsible Persons 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 Responsible Persons seek to balance the need for adult supervision with the rights of children to privacy in this context.

Commented [EF12]: For discussion please

Supervision in the changing facility may also be necessary when:

- ~~children are too young to be left alone or change themselves. Organisers of groups of children under 8 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;~~
- ~~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);~~
- ~~children could injure themselves or access a potential risk such as a swimming pool that is unattended; and~~
- ~~there are concerns about bullying, fighting or other troublesome behaviors taking place which need to be managed.~~

If it is decided that the children and young people need supervision, Responsible Persons 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:

- ~~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; and~~
- ~~gender — it is vital that children are supervised by Responsible Persons of the same gender while changing.~~

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

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Responsible Persons 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).

Policy

It will be the policy of GolfRSA that:

- any golfer aged 10 years and under must be supervised at all times in changing rooms by two members of staff of the same gender as the golfer;
- adults working with young teams, including volunteers, coaches, umpires or staff, should not change or shower at the same time when using the same facility as young golfers;
- mixed gender teams must have access to separate male and female changing rooms;
- if young golfers are in adult teams, they and their parents must be informed of the host venue's policy on changing arrangements;
- if young people are uncomfortable changing or showering in public changerooms, no pressure should be placed on them to do so. Encourage them to do this at home.
- if there are disabled golfers, 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 host venue must have consent from the parents that their child/children can share a changing room with adults in the host venue;
- if young people need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing; and
- 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.

Commented [EF13]: Advise - probably not Staff?

K: Anonymous Report Policy

It is the policy of GolfRSA to ensure that all golfers can anonymously report incidents, and that all reports will receive attention within 72 hours.

Commented [EF14]: Anonymous e-mail reporting policy? Detail here

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L: Discipline vs Punishment Policy

It is vital that all Responsible Persons 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; or
 - 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; or
4. Tidying up or cleaning kit.

M: Confidentiality Policy

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All information pertaining to all golfers, especially child golfers will be stored in accordance with the GolfRSA POPIA Policy in the strictest of confidentiality especially, all personal records and any enquiry information. Further, 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.

All such information pertaining to the personal information of a child or to the identity of a whistle blower shall only be accessible only to the relevant ~~SSO / DSO's~~ / ~~SSO's~~ DSO's / ~~SSO's~~ 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.

N: Procedural Fairness Policy

Policy

~~In the event that~~if 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 GolfRSA, then the allegation must be reported to the SSO for enquiry ~~(whether by the DSO or otherwise)~~. ~~Should~~ a hearing or investigation be required, this shall be done by the SSO in terms of the following basic principles:

Commented [EF15]: Do we want this procedure at Union / DSO level?

1. 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.
2. An accused in a disciplinary enquiry has the right to representation by another. That person may be an attorney.
3. The accused must be informed of any allegations against him/her and to be given a minimum of 48 hours to prepare a defense against those allegations.
4. 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.
5. Any person who has been accused must be afforded the opportunity to present any evidence that they feel may be beneficial for the SSO to take into consideration before making a finding.
6. The SSO / DSO must deliver his/her findings in writing to the accused and CEO of GolfRSA and the case officer of the Safeguarding Partner.

DRAFT: FOR DISCUSSION PURPOSES ONLY*Sanctions*

Sanctions and measures shall be proportionate to the infringement of this 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; and
- Any other relevant circumstances.

The SSO ~~/DSO~~ 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:

- Written or verbal apology;
- Formal warning;
- Training and/or supervision;
- Temporary suspension;
- Termination of membership, license, agreement or contract;
- Competition ban; or
- Any other sanction that the SSO ~~/DSO~~ considers appropriate in the circumstances, including laying a charge with the South African Police.

The CEO can escalate any of these matters to the attention of the Board at any time, at his or her sole discretion.

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ANNEXURE A : REPORTING FORM

FORM FOR REPORTING CONCERNS	
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)
Complainant's Information	
Name	
Age/Date of birth	
Nationality	
Addresses (Physical and e-mail)	
Contact number	
Victim is:	<input type="checkbox"/> Golfer <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Officials <input type="checkbox"/> Others
Other specific information (Young golfer, impaired golfer...)	

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Detail of the alleged harassment or abuse:	
Nature of the incident:	<input type="checkbox"/> Psychological abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other (specify)
Date, time, place, country of the incident	
Information about the harasser or abuser if possible (identity, contact details etc.)	
The incident is:	<input type="checkbox"/> Suspicion of harassment or abuse <input type="checkbox"/> Recognised harassment or abuse
Explanation of what happened (Please give as much accurate detail as possible)	
Any action taken before the report (relevant authorities):	<input type="checkbox"/> Yes (specify which one) <input type="checkbox"/> No
Other Information	
All information in this document is STRICTLY CONFIDENTIAL and only for use by the <u>golf Union club/facility</u> DSO or any person they deem would be able to assist the victim or <u>the</u> GOLF-RSA Senior <u>SSO</u> Safeguarding Officer can read it.	

DRAFT: FOR DISCUSSION PURPOSES ONLY

ANNEXURE B: ACKNOWLEDGEMENT OF SAFEGUARDING REGULATIONS

I, _____, hereby acknowledge that I have familiarised myself with the policies and procedures defined in the GolfRSA Safeguarding Policy and I hereby accept that I will at all times adhere to all safeguarding measures of all golfers with special consideration to golfers defined as vulnerable who may include but not limited to young adults, people with a mental and/or a physical disability, competitive golfers, women, elderly persons, and any other vulnerable adults. I further undertake to report any suspicion or knowledge to the GolfRSA SSO.

I accept that GolfRSA reserves the right, should I fail to adhere to any of the rules, regulations or policies gives within the Safeguarding Policy, to ban me from all events or functions that have anything to do with GolfRSA or conduct a further sanction as South African law allows.

I hereby accept these conditions.

This document was signed by me on: _____ at _____

Signature

Print Name