



SOUTH AFRICAN RUGBY UNION
(“SARU”)
SAFEGUARDING POLICY & PROCEDURES
AGAINST
HARASSMENT AND ABUSE IN RUGBY

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SARU MEMBERS AND AFFILIATES

THE CURRENT MEMBERS OF SARU AS WELL AS ANY FUTURE MEMBERS WHICH MAY BE APPROVED FROM TIME TO TIME ARE EXPECTED TO ADOPT THIS POLICY AS A REQUISITE FOR MEMBERSHIP. FOR ALL INTENTS AND PURPOSES REFERENCE TO SARU IN ANY PART OF THIS POLICY SHALL INCLUDE AND APPLY TO ALL MEMBERS AND AFFILIATES OF SARU.

1. PREAMBLE

SARU recognises the risks of offensive, harmful or abusive behaviour posed towards Persons, Participants and Vulnerable Persons, but especially athletes, who participate in rugby. To mitigate such risks, this policy has been developed for SARU to respond accordingly and in line with the relevant legislations such as **The Children's Act 38 of 2005 and The Criminal law (sexual offences and related matters) Amendment Act 32 of 2007.**

All Persons and Participants involved with SARU will be governed by this policy.

Reference to one gender in this Policy will include the other.

2. INTRODUCTION

SARU is the custodian of rugby in South Africa, and it is important that SARU creates an atmosphere in which everybody who participates in rugby can have a safe, rewarding and positive experience 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.

Harassment and physical and emotional abuse can occur in sport and can negatively impact the lives of people as well as damage the reputation of Sports Organisations. SARU strongly promotes and contributes to the protection of everyone involved in sport and believes that all Persons and Participants who wish to participate in rugby, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect. SARU is therefore committed to safeguarding and protecting all who participate in rugby from harassment and abuse and ensuring that all participants are treated with respect and dignity.

SARU recognises that the welfare, safety and well-being of all who participate in rugby is important, regardless of their role. SARU recognises that whilst any of these participants can be subjected to Abuse the following groups ("Vulnerable Persons") may be more vulnerable than others, including but not limited to:



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

SARU will endeavour 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.

3. PURPOSE

The purpose of the SARU Safeguarding Policy is to ensure that Persons, Participants and Vulnerable Persons taking part in rugby can do so without fear of harassment or abuse. The key objectives of the policy are to:

- Ensure everyone involved in rugby understands that all forms of harassment and abuse are unacceptable and will not be tolerated.
- Enable anyone who has witnessed or experienced harassment or abuse within rugby to report the incident without fear of victimisation or retaliation.
- Ensure an appropriate and co-ordinated response to any incidents of harassment or abuse within or connected to participation in sport, 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.
- Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in rugby.

4. DEFINITIONS

- **Abuse** means any incident involving non-accidental harm, discrimination, bullying, harassment, abuse, violence, and neglect.
- **Adult** means Athletes 18 years and older, male and female including Athletes with impairments;



- **Athletes** means all male and female rugby players of all ages;
- **Bullying or cyberbullying** means unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance experienced through physical, verbal or electronic medium. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone;
- **Child** means every person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier;
- **Designated Safeguarding Officer** means the person as set out in clause 8 of this Policy;
- **Exco** means the Executive Council of SARU
- **Hazing** means an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members;
- **Investigating Team** means a team comprising of the Safeguarding Officer, a person from the Legal and Compliance Department and a person from the Human Resources Department;
- **Negligence** means the failure of any Person with a duty of care towards the Player to provide a minimum level of care to the Player or Vulnerable Person, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
- **Non-accidental harm** means any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation.
- **Participant** can be an employee, consultant, volunteer, contractor, service providers, intern or temp/casual; this includes the definition of a person or a volunteer.
- **Persons** means an athlete, trainer, referee, touch-judge, coach, selector, medical officer, physiotherapist, Player agent or other individual who is or has been at any time involved in the Game of Rugby Football, or in the organisation, administration, or promotion of the Game under the jurisdiction of SARU or other body affiliated to SARU or a club as defined in clause



1.2.7 of the Constitution; and for the purposes of the adjudication of breaches or contraventions of the Code of Conduct, the persons mentioned in paragraphs 1.4 and 1.6 of the Code of Conduct;

- **Policy:** means this SARU Safeguarding Policy concerning the protection against Harassment and Abuse in Sport;
- **Safe sport** means an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to Athletes;
- **SARU:** all references made to SARU means SARU and its members, which includes the approved associate members of SARU;
- **SARU Judicial Committee** is the relevant body of SARU to, where applicable, adjudicate in case of violation of this SARU Safeguarding Policy;
- **SARU Members** for the purposes of this Policy shall mean "Members" as defined in clause 1.2.16 of the Constitution including "Associate Members" as defined in clause 1.2.5 of the Constitution
- **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.
- **Volunteers** means people working or assisting SARU during team preparation and delivery at rugby events/tournaments/matches and contributing to Committees and Commissions;
- **Vulnerable Persons** means children, women, vulnerable adults elderly persons and with mental and/or physical disability and competitive Athletes
- **Whistle-blower** A whistle blower means a person who in good faith exposes secretive information or activity, covered by the Protected Disclosure Act 26 of 2000 as amended, that is deemed illegal, unethical, or not correct within a private or public organization.

5. RESPONSIBILITIES OF SARU TO SAFEGUARDING

SARU recognizes that it has a responsibility for guiding all structures of SARU 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 or 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.

SARU 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 (...)”.

SARU 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 SARU to adopt and implement these policies and procedures.

SARU undertakes to ensure that due diligence on every club affiliated to SARU is carried out to ensure that all Rugby clubs have met best Safeguarding Practices. The due diligence and inspection of all safeguarding regulations and the assistance to all SARU clubs will be completed by the National SSO or the Federation Appointed Safeguarding Partner annually.

SARU 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 scrutinized, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.



SARU 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.

SARU will always ensure that an appropriately qualified Senior Safeguarding Officer is appointed, and the identity of that person is communicated to every club, and/or structure and DSO within SARU.

6. SCOPE

Without any distinction of age, gender, race, religion, creed, ethnical origin, physical attributes, sexual orientation, athletic ability, socio economic status or other kind of unfair discrimination the Policy applies to:

- 6.1. Anyone who participates in SARU events as a Person or Participant or spectator
- 6.2. Any incidents of harassment and abuse that occur during or connected to participation in any SARU activities or connected to any activities where the participant is representing SARU.
- 6.3. All levels of rugby and provides a framework for those involved in rugby to meet their duty of care towards all who participate in rugby regardless of whether they are a Person or Participant or spectator. The Policy is mandatory for all Persons and Participants delivering services to SARU Any individual or organisation that is providing a service to SARU must also demonstrate that they comply with these standards. SARU must support their Designated Safeguarding Officer designated to fulfil their role and ensure their organisation is fully compliant with this Policy. All members of SARU must read, understand and comply with the policy.

7. WHAT IS HARASSMENT AND ABUSE?

Harassment and abuse can be expressed, but not limited to, five forms which may occur in combination or in isolation. These include:

- 7.1 Psychological abuse; which means a pattern of deliberate, prolonged, repeated non-contract behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person’s inner life in all its profound scope;



- 7.2 Physical abuse; which means non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a Player. 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;
- 7.3 Sexual harassment; which means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical,
- 7.4 Sexual abuse; which 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;
- 7.5 Neglect; which means the failure of parents or care givers 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 Player entourages;
- 7.6 Bullying or cyberbullying which means unwanted, repeated and intentional, aggressive behaviour usually among peers and can involve a real or perceived power imbalance experienced through physical, verbal or electronic medium, including but not limited to the use of email and social media platforms. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone;
- 7.7 Harassment and 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 once-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive.
- 7.8 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.
- 7.9 All participants are susceptible to be a target of the various forms of harassment and abuse

8. ROLES AND RESPONSIBILITIES

SARU:

- 8.1 must play a part in ensuring that the rugby environment is free from any kind of Abuse;
- 8.2 shall adopt this policy mutatis mutandis;
- 8.3 must abide by the policy
- 8.4 shall communicate their Safeguarding Policy and measures to their affiliates and act to prevent any form of Abuse within their jurisdiction;



- 8.5 will provide training on safeguarding to their members and affiliates who have regular contact with Athletes and Vulnerable Persons and to all designated safeguarding officers;
- 8.6 shall appoint a Designated Safeguarding Officer/Officers for their organisation at all levels, including at club level;
- 8.7 Shall ensure training and education in regard to Safeguarding take place.

9. EXPECTATION OF SARU'S SAFEGUARDING OFFICER

- 9.1. SARU 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
- 9.2. SARU 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.
- 9.3 SARU Safeguarding Officers have the following role and duties:
 - a) To be the main point of contact for any DSO needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any process.
 - b) To sit as an advisory to the Executive Council on all matters pertaining to the safeguarding of athletes, especially vulnerable athletes. 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 the federation or any of its members or athletes at risk.
 - c) To be the main point of contact for SARU members about any concern about any DSO or Safeguarding Policy matters;
 - d) To ensure all reporting and investigation procedures set out in this Policy are understood and adhered to by all unions clubs and DSO's;
 - e) To inform SARU Judicial Body of any pending disciplinary or ethical enquiry;
 - f) To provide, if requested, support to any DSO 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.
 - g) To implement and uphold all elements of the SARU's Safeguarding Policy;



- h) To agree safeguarding plans with the LOC for National and International Sports events;
- i) To respect the confidentiality, as set out in this Policy;
- j) Understand and be able to enact the Disciplinary Code
- k) 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 favor that the matter is reported to the relevant authorities in accordance with the applicable law and this needs to happen as soon as possible.

10. DESIGNATED SAFEGUARDING OFFICER

- 10.1 Every Union and Club in SARU must appoint a Designated Safeguarding Officer. (It is advisable that there are 2, one male and one female) These people should be suitably qualified or skilled persons. Each one of them will act individually or in collaboration, when it is required.
- 10.2 All Designated Safeguarding Officers must sign that they understand and acknowledge the SARU's Safeguarding Policy
- 10.3 All Designated Safeguarding Officers must sign that they understand and acknowledge the SARU's Code of Ethics.
- 10.4 The Designated Safeguarding Officers of SARU should be a trusted and responsible person(s) who is committed to ensure that Safeguarding is actively implemented within their organisation. The CEO, GM or chairperson (for associations) will appoint an Internal Investigation team, (which should include but will not be limited to a person with Legal experience and a person with HR experience) to support the Safeguarding Officer.
- 10.5 The Designated Safeguarding Officer has the following role and duties
- 10.6 To be the main point of contact for anyone reporting suspected Abuse at any time;
- 10.7 To be the main point of contact for any request concerning the Safeguarding Policy or safeguarding matters;
- 10.8 To manage the reporting and investigation procedure set out in clause 11.2 of this Policy.
- 10.9 To inform the Legal and Compliance Department of SARU in the case of a disciplinary or ethical procedure as set out in clause 11.3;
- 10.10 To provide, if requested, support to anyone who reports a case of possible Abuse and/or to anyone who has been the subject of Harassment and Abuse.
- 10.11 To implement and uphold SARU's Safeguarding Policy;
- 10.12 To implement the Safeguarding Operational Policy within the organization



- 10.13 To develop safeguarding plans and to ensure all participants are screened/vetted with the help of the LOC of the applicable SARU or SARU Member events/tournaments/matches
- 10.14 To respect the confidentiality as set out in Clause 10 of this Policy
- 10.15 When the Designated Safeguarding Officer becomes aware of a criminal offence not having been reported to the local authorities in accordance with the applicable law, it is their responsibility to contact the authorities immediately.
- 10.16 Establish a Safeguarding keep proper record of all meetings, proceedings etc.
- 10.17 The Designated Safeguarding Officer must ensure that all club safeguarding measures are fulfilled. These duties include but are not limited to:
- Ensuring all members, defined in the policy, are cleared against the Sexual Offences Register, Child Protection Register, and have a criminal check as defined in the Safeguarding Policy.
 - Ensure all members, defined in the policy, have completed their Safeguarding Awareness Certificate.
 - Ensure that all members defined in the policy have signed their Declaration of Good Standing.

11. APPLICABLE LAW / RELEVANT AUTHORITIES

- 11.1 In a case where the incident occurs abroad and the victim is a person under the jurisdiction of SARU and subject to 5.2 above, the matter will be pursued in South Africa and this Policy would apply;
- 11.2 In case of any report to the relevant local authority the applicable law will be the national law of the country where the incident happened;
- 11.3 When a criminal offence is suspected the Designated Safeguarding Officer must refer such cases to the relevant local authorities;

12. CONFIDENTIALITY

- 12.1 The Designated Safeguarding Officer undertakes to respect the confidentiality of all the information received at any phase of the procedure;
- 12.2 All the information provided by the whistle blower shall be kept by the Designated Safeguarding Officer and are considered as confidential at any time;
- 12.3 In the event the incident could be a criminal offence, the Designated Safeguarding Officer must share the collected information with the relevant national authorities in accordance with the applicable law;

13. REPORTING PROCEDURE

SARU strongly encourages the reporting of all incidents of suspected Abuse, regardless of who the offender may be.

13.1. Whistle blowing

- 13.1.1 SARU strongly supports whistle blowers by providing a confidential reporting system and believes it is important for anyone who has concerns to speak out early in order to prevent and stop any damages inflicted on anyone;
- 13.1.2 The whistle blower can be anybody who is aware or has concerns about any form of Abuse;
- 13.1.3 In a case where it seems that the victim of Abuse and neglect needs urgent medical or police attention, the whistle blower must immediately contact the appropriate services. If not, the incident shall be reported by following the reporting procedure, as set in clause 11.2 of this Policy;
- 13.1.4 The report must be presented to the Designated Safeguarding Officer, as set out in clause 11.2 of this Policy;
- 13.1.5 The whistle blower has a right to keep his/her anonymity and all the information s/he gives to the Designated Safeguarding Officer is strictly confidential, as set out in Clause 10 of this Policy;

13.2. Reporting Procedure

- 13.2.1 Anyone can report any incident or concerns to the Designated Safeguarding Officer
- 13.2.2 The report can be freely made by any communication means which includes but not limited to, email, telephonic, written submission and verbal report. However, it is strongly recommended that the whistle blower completes the report form provided in Appendix A;
- 13.2.3 In case of non-use of the report form, it is very important that the whistle blower provides the following information, if possible:
 - Name, age, nationality and email address of the victim;
 - The nature of the violation;
 - A summary of the incident with as much details as possible;
- 13.2.4 To take the report into consideration, the information is the minimum requirement to engage in the investigation procedure or in case of a criminal offence, to alert the relevant local authorities if they have not already been aware of the incident;



13.2.5 All the information, provided by the whistle blower, shall be kept by the Designated Safeguarding Officer and is considered confidential. In the event the harassment or abuse is a criminal offence, the Designated Safeguarding Officer must share the information collected with the relevant local authorities in accordance with the applicable law;

13.2.6 SARU must report immediately to SARU, via the SARU Designated Safeguarding Officer any case of Abuse that they have been aware of, as well as any sanctions given to any of their affiliates, and if needed could request help from the SARU Safeguarding Officers.

13.3. Case Management

13.3.1 When the Designated Safeguarding Officer receives a complaint, it will be referred to the Investigating Team within 7 days of receipt of the complaint. In the event that the SARU Member does not have an Investigating Team they can submit the complaint and all relevant information to the SARU Designated Safeguarding Officer who will intern submit it to the SARU Investigating Team. The Investigating Team may decide the following:

13.3.1.1 Not to pursue the matter further (based on a reasonable rationale, which shall be recorded); or

13.3.1.2 To appoint an independent investigating officer (with the necessary skills and expertise) to investigate the case and report back to the Investigating Team who may decide:

13.3.1.3 To refer the matter to the relevant local authorities; and/or

13.3.1.4 To refer the matter to the Chairman of the National Judicial Committee to appoint a Judicial Officer/Disciplinary Committee to conduct a hearing.

13.4. Case management principles

13.4.1 Any issue arising in relation to the protection, safeguarding or welfare of Vulnerable Persons shall be the paramount consideration.

13.4.2 Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to Vulnerable Persons.

13.4.3 Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process.

13.4.4 Any investigation must be sensitive to the welfare of the children and vulnerable adults during its processes and, at all times, hold central the need to keep the interests of Vulnerable Persons as paramount.

13.4.5 Unless the determination finds no, or an insignificant risk, effective steps must be taken to

manage or reduce the risk. Where issues other than risk to Vulnerable Persons are under consideration in any investigation such issues must remain subordinate to the requirement to determine the risk posed to Vulnerable Persons.

- 13.4.6 The assessment of risk involves consideration of the actual or potential harm that an individual may pose to Vulnerable Persons.
- 13.4.7 The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e., certainty or “the balance of probabilities”). The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such risk.
- 13.4.8 Save in exceptional cases, the assessment will not require the production of a formal risk assessment report.
- 13.4.9 The steps taken to address any perceived risk to Vulnerable Persons must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of the sport and, in the light of this, must seek to ensure that such steps will be effective.
- 13.4.10 In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the sport.
- 13.4.11 In case of suspicion of a criminal offence the matter shall be referred to the relevant local authorities, in accordance with the applicable law
- 13.4.12 During the investigation procedure the Investigating Team and persons involved with the investigation must sign non-disclosures and respect the confidentiality of the information, as set out in clause 10 of this Policy;
- 13.4.13 Where SARU rules and this Policy have been breached, the Designated Safeguarding Officer shall inform the Human Resources department and/or the CEO in order to engage in the disciplinary or ethical procedure, as set out in clause 12 of this Policy.



14. DISCIPLINARY PROCEDURE

In the event of Abuse that is not deemed to be a criminal offense under the applicable law, the matter shall be dealt with in accordance with the SARU Disciplinary and Judicial Regulations.

- 14.1 A member of the Investigating Team cannot be a member of the Disciplinary Committee.
- 14.2 Where a matter has been referred to the relevant local authorities the Investigating Team may at any stage for whatever reason refer the matter to the Chairperson of the National Judicial Committee in accordance with clause 5 of the SARU Disciplinary and Judicial Regulations;
- 14.3 Should the abuser, who is found guilty, appeal against the decision of the Disciplinary Committee, the sanction remains applicable and shall be enforced pending the outcome of the appeal, unless otherwise determined by the Disciplinary Committee.
- 14.4 Safeguarding decisions applied by the Disciplinary Committee or the relevant local authority will be kept on record at the SARU HR department.

15. NON-RECENT INCIDENTS

Serious allegations of sexual abuse may be made some time after the event. Where a non-recent allegation is made, the Designated Safeguarding Officer will manage the process according to clause 10.

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

16. CRIMINAL CONVICTIONS & FINDINGS OF FACT

- 16.1 An incident of Abuse has occurred where a participant is convicted of a criminal offence;
or
 - 16.1.1 Another recognized regulatory body has determined that an allegation(s) of Abuse against a participant is/are proven; and
 - 16.1.2 The Disciplinary Committee having considered any representations made by the participant and any other affected parties may determine that it is appropriate to impose a sanction relating to SARU activities.
- 16.2 The Disciplinary Committee may apply the sanction to some or all activities or determine

its own sanction(s). Any sanction imposed by the Disciplinary Committee shall be subject to a right of appeal in accordance with the SARU Disciplinary and Judicial Regulations.

- 16.3 Sanctions that can be invoked during the disciplinary procedure are referenced in Addendum "A"

17. RETENTION OF RECORDS

- 17.1 Any information relating to complaints of Abuse will be stored securely and be compliant with the requirements of the Protection of Personal Information Act;
- 17.2 Any information about poor practice or complaints about Abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.
- 17.3 Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
- 17.4 Any records relating to disciplinary action taken by SARU should be retained in accordance with the retention periods determined by SARU.

18. SAFE RECRUITMENT AND VETTING OF STAFF & VOLUNTEERS

Refer to the Vetting process of staff and volunteers with vulnerable persons at SARU Process Flow Document (Appendix C)

- 18.1 All Candidates, whether a volunteer or paid, applying for positions which require them to work with Vulnerable Persons will be required to:
- Confirm via a clearance document to the Employer that they do not appear in the SexualOffences Register and the Child Protection Register or have a criminal record.
 - Two persons or entities will be contacted for reference check.
- 18.2 The minimum standards for the vetting of applicants for roles in the sport to be undertaken during the recruitment process for new applicants and retrospectively for all

existing employees (staff and volunteers) in order to prevent unsuitable individuals from working with Vulnerable Persons are:

18.2.1. That all potential and existing employees and volunteers must submit a police clearance certificate

18.2.2. That all potential and existing employees (staff and volunteers) must be vetted by to their employers to confirm that they have never been convicted of a sexual offence against a child or a mentally disabled person and that their name does not appear in Part B of the National Child Protection Register as a person deemed unsuitable to work with children.

18.2.3. That all potential and existing employees and volunteers must provide the names of two persons or entities who must provide a reference using the applicable reference form

18.2.3.1 The minimum standards to check the suitability of individuals from working with Vulnerable Persons must be implemented. Any concerns raised as to the suitability of an individual to work with Vulnerable Persons during the vetting of employees (staff and volunteers) must be investigated before a decision is made to appoint a new employee (staff or volunteer); or to continue to employ an existing employee, including a volunteer.

18.2.3.2 If a concern has arisen during the vetting of existing employees or volunteers regarding their suitability to work with Vulnerable Persons, SARU may suspend the employee (staff and volunteer) from all or some of their duties whilst an investigation is conducted.

18.2.3.3 As people who want to abuse Vulnerable Persons may seek out various avenues to gain access to them, it is important that the minimum standards for vetting are followed at all times, even where there is only one applicant for a position.

18.3 Once-Off Volunteers

18.3.1 All once - off volunteers who work with Vulnerable Persons will be required to undergo SARU's vetting procedures.

18.3.2 The following additional measures may be implemented when interviewing for



a role in sport to check the suitability of volunteers to work with Vulnerable Persons

18.3.3 When considering a once-off volunteer the person's qualifications and experience for the role, these steps must be followed:

18.3.4.1 Verifying the person's qualifications and experience;

18.3.4.1 Identifying a timeline of previous roles in sports, and any other role that involved working directly with Vulnerable Persons;

18.3.4.1 Assessing attitudes and commitment to safeguarding

18.3.4.1 Assessing their previous experience of working with children both inside and outside of sport;

18.3.4.1 Giving the applicant a scenario of a safeguarding nature such as child not being collected after a sport session and ask what they do in that circumstance;

18.3.4.1 Asking the applicant if they have ever been refused work that involved contact with Vulnerable Persons or anything that the organisation or club should know that could affect their suitability to work with Vulnerable Persons.

18.3.4 In line with best practice, SARU recommends that the minimum standards for the vetting of applicants for roles in the sport in order to prevent unsuitable individuals from working with Vulnerable Persons are renewed every three years.

18.3.5 SARU subscribe to The CHILDREN'S ACT 38 OF 2005 and The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 OF 2007

ASSOCIATED POLICIES

19. RECRUITMENT POLICIES

19.1 Recruitment Policy

Purpose

SARU 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

Any employee or volunteer involved with Rugby through SARU 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.

Any staff member or volunteer involved with Rugby through SARU 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.

19.2 Sexual Offences Register Policy

Purpose:

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

Policy:

It is the policy of SARU 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

19.3 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. SARU undertakes to ensure that all staff and volunteers affiliated in any way to SARU are cleared in accordance with the Act.



Policy:

It is the policy of SARU that all adult persons working in any capacity either as an employee 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.

19.4 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 SARU that all persons working in any capacity either as an employee 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.

20. POLICY AND PROCEDURES FOR REPORTING THE ABUSE OF CHILDREN

Purpose

The purpose of this policy is to ensure all employees and volunteers associated in any way to SARU 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.

20.1 Reporting

Any employee 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.
- An employee 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.

20.2 Information to the DSO of SARU

The procedure for the distribution of child abuse information to SARU 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 SARU's Designated 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.

20.3 Guidelines for Managing Disclosure

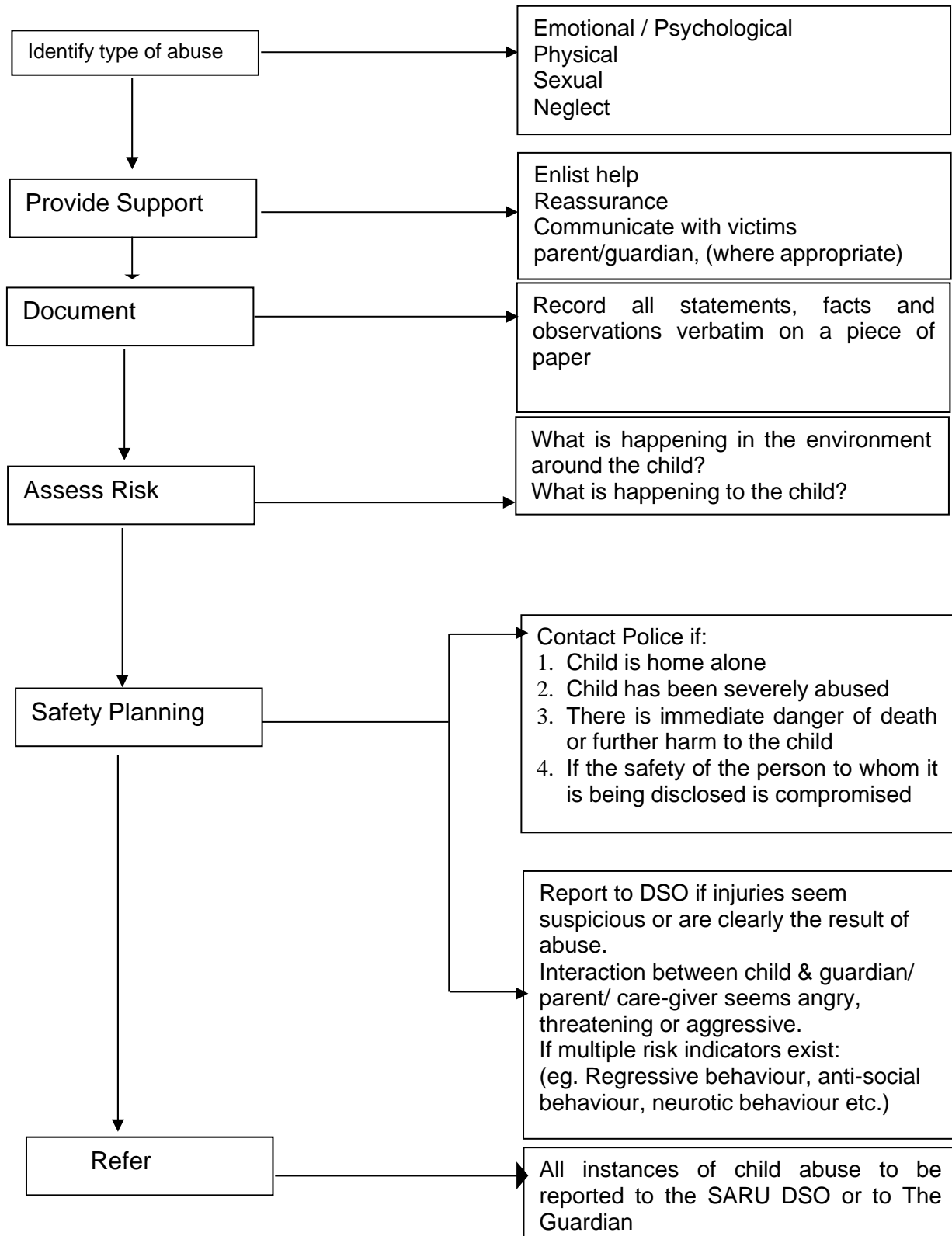
- Stay calm and be reassuring.
- Find a quiet, but not necessarily private, place to talk.
- Ensure that the child knows that you believe what he or she is telling you.
- Listen, but do not press for information.
- Tell the child you are glad that he or she has told you.
- Never promise the child that 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.



20.4 Procedure for Responding to Actual or Suspected Abuse



20.5 Legal Responsibilities when Reporting

All employees and volunteers are legally bound to report all matters of suspected and actual child abuse to the SAPS, SARU's DSO and The Guardian.

21. GENERAL SAFEGUARDING POLICIES

Introduction

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

21.1 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.) in which children, employees or volunteers affiliated to SARU are involved, must: -

- 1 Complete the Photography and Videography of Children Application Form (Annexure D) 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 E) 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 and the Club Chairperson 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?
- What school do you attend?
- What grade are you in?
- 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.

21.2 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 SARU, either as a staff member or volunteers adhere to good practice and maintain the safety and rights of all children.

Policy

Photography is prohibited in any changing room or toilet area.



Any photograph or video of a child may not include the child's name without the permission of the child and parent / guardian.

Any professional organizations or press photographing children at any club affiliated to SARU must complete the Photography and Videography Application Form (Annexure D). 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 E) which both Parent and athlete (if between the ages of 12 and 18) must sign.

Parents/Guardians may only take photographs of their own children. If a parent/guardian wants to take a picture of another child (your child's friend etc. your child must appear in that photo and where possible the parents of the other child must give permission).

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.

No photographer, professional or otherwise, may be alone with any child for the purposes of capturing any image, unless the said photographer is the parent or legal guardian of the child or has received permission from the club DSO.

If the child is over the age of 12, the child's permission to capture any image must be obtained.

If the child is under the age of 18, the child's parent/guardian must consent to any image being captured.

21.3 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 SARU 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, may be alone in any changeroom or toilet at any club or event, or tournament, at any time with an athlete.



Any service provider, paid or volunteer, who will do any work in any club affiliated to SARU 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 SARU.

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

Name

Date





21.4 Drugs 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, SARU declares all clubs affiliated to SARU 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 SARU.

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

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.

SARU 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.

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 SARU maybe subject to the following procedure after consultation with their parents:

Have a urine drug test administered;

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;

In the case of an adult

The person will be, in accordance with the Occupational Health and Safety Act, requested to, at their own cost have a drug screen test done. Should the test come back positive the DSO, in consultation with the club chairperson will decide on the steps to be taken which may include the possibility of a disciplinary enquiry with a view to termination in the case of an employee and expulsion in the case of a volunteer.

In the case of a child

The child's parents must be informed of all steps taken to assist the child. Should 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.

This policy, where it relates to children, 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.

21.5 Anti-Bullying Policy

Purpose

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

Policy

SARU is an organization that encourages all athletes to respect and accept individual differences and promotes fairness for all. SARU 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)**

SARU 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 SARU 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 SARU 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 SARU 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

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 SARU's Anti-Bullying stance

21.6 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 states that: *“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

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

21.7 Child Collection Policy

Purpose

To regulate who can and who cannot collect a child from any club, competition or function that is any way affiliated to SARU 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 see that all children are always supervised safely when arriving and/or leaving the club.

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

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



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

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 F 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 in the child's file

21.8 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 caregivers 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 SARU that every trip or tour, no matter whether it is a day trip or longer in that would include overnight stays, must be cleared by either the club DSO or the tour DSO. If there is a child or a vulnerable athlete on the trip ANNEXURE H: Trip/Tour Checklist must be completed and sent through to the SARU DSO.

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

21.9 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 SARU that the DSO of every club affiliated to SARU ensure that any arranged transport meets the following criteria:

1. The driver of the vehicle has a full driving permit which is older than five years for the vehicle to be used for transport.
2. The vehicle to be used for transport has a full-service record and that services of the said vehicle are up to date.
3. The motor vehicle complies with all appropriate legislation.
4. The motor vehicle has appropriate insurance and it covers business use.
5. Where possible, the vehicle's fuel will be filled prior to the children embarking to reduce the possibility of the vehicle having to stop at a filling station with any athletes in the vehicle.
6. The vehicle will be registered with a breakdown service to provide an emergency response should there be a problem.
7. If the transport vehicle is 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.

21.10 Change Room Policy

Purpose

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

Issues to consider and address

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

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

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

3. Supervision in the changing facility may also be necessary when:

- children are too young to be left alone or change themselves. Organizers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
- 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 caregiver)
- children could injure themselves or access a potential risk such as a swimming pool that is unattended
- there are concerns about bullying, fighting or other troublesome behaviors taking place which



need to be managed.

4. Who should supervise?

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

- Numbers – organizers 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.
- Gender – it is vital that children are supervised by staff/volunteers of the same gender while changing.

5. Parents as supervisors

Parents are often involved in supervising children during sports activities and outings, and can provide valuable support to organizers 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 organizers. However, when parents undertake a formal supervisory role at the request of or with the agreement of the organizer 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).

6. What about mixed gender teams?

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

- each gender using a different room or facility
- each gender having a distinct time slot
- everybody changing at home before arriving
- each gender having an allocated area of a larger shared facility.

Policy

It will be the policy of SARU that:



- any athlete 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 athlete
- 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 athletes
- mixed gender teams must have access to separate male and female changing rooms
- if young athletes are in adult teams, they and their parents must be informed of the club's policy on changing arrangements
- if young people are uncomfortable changing or showering in public changerooms, no pressure should be placed on them to do so. Encourage them to do this at home.
- if your club has disabled athletes, involve them and their caregiver in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required
- if adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club
- if young people need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing.
- Adults must not change, or shower, at the same time using the same facility as children
- No Mobile phones may be used in changing rooms

ALL CLUBS AFFILIATED TO SARU MUST HAVE AN OVERVIEW OF THIS POLICY VISIBLY DISPLAYED

21.11 Incidents and Accidents Policy

Purpose

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

Take immediate action to protect, comfort, and arrange for emergency medical treatment, if necessary.



Complete the Incident Report (Annexure G) and give the report to the Club Head as soon as possible, but no later than the end of the day on which the incident occurred.

The Club Head should, as soon as possible, take any action that he/she deems necessary to ensure that there is no reoccurrence of the incident.

Send the Incident Report to the Club Head by the close of business the following working day, unless the incident is of a serious nature (Death, serious injury, physical abuse, or sexual abuse).

Report an incident of a serious nature (Death, serious injury, physical abuse, or sexual abuse) immediately to the DSO for guidance on how to proceed.

21.12 Protection of Information Policy

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 behaviour or circumstances in the presence of another child at the club.
5. It is important that in certain circumstances, to safeguard a child, a coach and / or staff member may need to be aware of confidential matters usually only known by the DSO in order to support the child and his / her family. In this situation the information must be treated with sensitivity, and Coach, staff or volunteers who 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.

21.13 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 SARU 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 SARU in conjunction with all club DSO's will encourage all athletes to make use of The Guardian Anonymous Reporting App.

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

21.14 Emergency Policy

Purpose

The purpose of this policy is to ensure that all clubs affiliated to SARU have the necessary plans should an emergency situation arise.

Policy

1. Every DSO affiliated to any club which is affiliated to SARU must where necessary implement safeguarding procedures to ensure the safety of all athletes in any emergency situation
2. Emergencies always happen without notice and for that reason it is important that all staff and volunteers know what procedures to follow in these emergencies. It is therefore required that each club affiliated to SARU conducts an emergency drill at least twice a year.



3. All safeguarding Procedures for every club should be developed in conjunction with the DSO, Club Chairperson, at least one coach and one athlete.

Examples of procedures to be developed and reviewed annually

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

Layout of Club and Evacuation Plan

NOTE:

This Emergency Evacuation Plan serves as a guideline for evacuation procedures and emergencies. It is advisable to update the plan on an annual basis and to conduct evacuation exercises twice a year.

The following documentation to be attached:

A valid certificate/letter of approval from the Department Emergency Services, Fire Safety (Municipal)

A valid certificate/letter from the Health Department (Municipal)

A valid electrical certificate

Approved Building Plans (Municipal)

Copies of valid First-Aid/Basic Fire Fighting certificates

21.15 Visitors Policy

Purpose

It is accepted that all clubs value visitors to their club and that all visitors are made to feel welcome, however any person visiting any club 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 3 days must be cleared against the Sexual Offences Register, Child Protection Register and have a criminal check. These certificates must be inspected by the club DSO before the commencement of any work.
5. A visitor's book should be maintained to record anyone entering the club including but not limited to members, athletes, coaches, parents, visitors, staff, judges, technical assistants etc.

21.16 Prevention of Contagious Disease 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 SARU 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)

Haemorrhagic 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-19

Tetanus

Tetanus neonatorum

Trachoma

Tuberculosis

(I) 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.

21.17 Discipline vs Punishment Policy

Purpose

The purpose of this policy is to ensure that all coaches, volunteers, staff of any club affiliated with SARU 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 SARU, or to any club affiliated to SARU 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

21.18 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

21.19 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 SARU.

Policy

Any person engaging in way with SARU, and who MAY at any time or in any way come into contact with any athlete and that person is employed, contracting or volunteering with any club, event, tournament or competition must ensure that they have read and understood SARU Safeguarding Policy and Procedure Manual, and before they can work, volunteer or assist in any way that they sign The Acknowledgement of Safeguarding Regulations Document (Annexure I) 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 SARU.

DISCIPLINARY PROCEDURE

In the event that there is an allegation of non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect in any environment that would in any way have oversight by SARU, then the allegation must be reported to SARU Designated Safeguarding Officer or an officially appointed Safeguarding Partner of SARU for a date to schedule a hearing.

The investigation leading up to the enquiry which needs to be held must be done by the club DSO who will also serve as the initiator for the enquiry proceedings.

Rules pertaining to an enquiry

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

1. Right to Representation

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



by SARU's Senior Safeguarding Officer.

2. Right to an interpreter

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

3. Right to timeous advice of the allegations

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

4. Right to hear evidence against you and cross question the evidence

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

5. Right to present your case

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

6. Right to impartial chairperson

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

Findings

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

Sanctions

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

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

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

- Written or verbal apology;
 - Formal warning;
 - Risk assessment;
 - Training and/or supervision;
 - Temporary suspension;
 - Termination of membership, license, agreement or contract;
 - Financial sanction;
 - Competition ban;
 - Banishment from any dealings with events from the National Federation;
- Any other sanction that the enquiry chair considers appropriate in the circumstances

Any finding applied by the chairperson of the enquiry will be forwarded to the accused and SARU Judicial Committee within 2 working days of the completion of the enquiry.

The sanction may be published on SARU's website.



APPENDIX A

Safeguarding Reporting Form

FORM FOR REPORTING CONCERNS	
Whistle Blowers Information	
Name	
Age/Date of birth	
Nationality	
Addresses (Domicile and e-mail) Telephone	
Relationship to the victim	
Position on harassment:	<input type="checkbox"/> Witness <input type="checkbox"/> Someone reported you <input type="checkbox"/> Victim <input type="checkbox"/> Other (specify)
Victim's Information	
Name	
Age/Date of birth	
Nationality	
Addresses (Domicile and e-mail)	
Telephone	
Victim is:	<input type="checkbox"/> Player <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Official <input type="checkbox"/> Others (clarify)



Other specific information (Young athlete, impaired athlete...)	
Detail of the 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...)	
The incident is:	<input type="checkbox"/> Suspicion of harassment or abuse <input type="checkbox"/> Recognised harassment or abuse
Explication of the incident (as accurate 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 the Designated Safeguarding Officer, Internal Investigation team or applicable authorities can access this document.

APPENDIX B

Sanctions that can be invoked during the disciplinary procedure

1. Sanctions and measures shall be proportional to the infringement of the SARU Safeguarding Policy. The following factors shall be taken into consideration:
 - 1.1 The nature of the violation;
 - 1.2 The severity of the violation;
 - 1.3 Previous violations;
 - 1.4 Status of the Vulnerable Person (young, impaired [physical, mental, intellectual or sensory] or adult participant);
 - 1.5 The relationship between the abused person and the abuser;
 - 1.6 Risk of re-occurrence;
 - 1.7 other relevant circumstances;

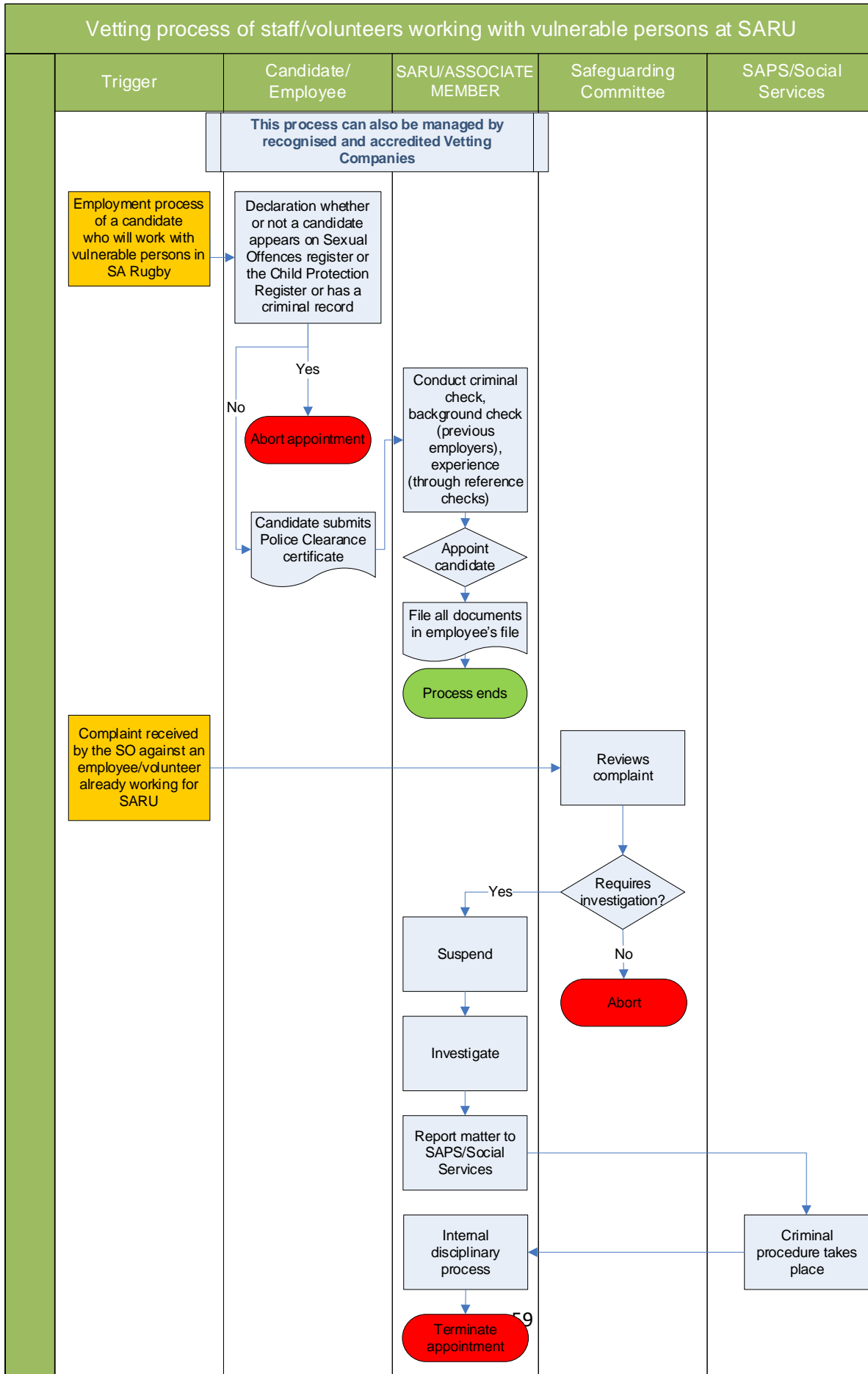
2. In addition to sanctions prescribed in the SARU Disciplinary and Judicial Regulations, the Disciplinary Committee can apply one or more of the following sanctions, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances:
 - 2.1 Formal written warning;
 - 2.2 Training and/or supervision;
 - 2.3 Suspension for a period of time;
 - 2.4 Termination of membership, licence, agreement or contract;
 - 2.5 Financial sanction;
 - 2.6 Competition ban suspension;
 - 2.7 Banishment from SARU structures;
 - 2.8 Any other sanction that the Disciplinary Committee considers appropriate in the circumstances.

APPENDIX C

Process Flow – vetting process



Safeguarding of vulnerable people





APPENDIX D:

Photograph 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 SARU, would be involved and they would be interviewed for any reason which aligns to Rugby. 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?

Where do you intend to conduct the interview or photography?

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

Who are you intending on photographing or interviewing?

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



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.

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

How is the confidentiality of information to be guaranteed?



APPENDIX E:

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 SARU super cedes 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 SARU SSO.

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:

Signature of DSO: _____ Print Name: _____

Signed on this date: _____ at (Place): _____

CLUB STAMP



CONCLUSION ON THE ABOVE OBSERVATION		NO
CONSUMED ALCOHOL/SUBSTANCE		
VERIFIED BY WITNESS		
<p>NAME: _____ SIGNATURE: _____</p> <p>NAME OF WITNESS: _____ SIGNATURE: _____</p>		
<p>RECEIVED BY DSO:</p> <p>NAME: _____ SIGNATURE: _____</p> <p>DATE: _____</p>		



APPENDIX G:

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
Where Emergency Services Contacted		YES	NO
If Yes, Who and When:			
Club DSO Contacted		YES	NO

Signature: _____ Name: _____

Date: _____



APPENDIX H:

Trip/Tour Checklist

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			
Ratio of child/adult			
Specialist caretakers			
Clear Responsibilities			

COMMUNICATION WITH PARENTS			
ARRANGEMENTS	YES	NO	COMMENTS
Destination and accommodation details (address / contact details / person in charge at the venue)			
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 behavior			
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.

Signature

Date

Print Name



APPENDIX I:

Acknowledgments of Safeguarding Regulations

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

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

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

I hereby accept these conditions.

This document was signed by me on _____ at _____

Signature

Print Name