



SAFEGUARDING POLICY

Hout Bay United Football in the Community acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults participating in football and is committed to ensuring safeguarding practice reflects statutory responsibilities, is aligned to the FIFA Guardian guidelines and complies with recognised best safeguarding practice in sport.

Safeguarding is considered to be the responsibility of organisations to make sure their staff, volunteers, operations and programmes do no harm to children or adults, or expose them to harassment, abuse or exploitation. It is, however, increasingly becoming best practice to think about how we safeguard everyone in our organisations at all times, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment.

All Hout Bay community members have the right to participate in the club's activities free from non-accidental harm irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

The club recognises the human rights protections for children and adults as set out in the Bill of Rights of the Constitution of the Republic of South Africa (1996) including that "a child's best interests are of paramount importance in every matter concerning the child."

Hout Bay United Football in the Community shall:

- promote and prioritise the safety and wellbeing of children and vulnerable adults;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of harassment, abuse or any other safeguarding concerns relating to children and adults;
- ensure appropriate action is taken in the event of incidents/concerns of harassment, abuse or poor practice and that support is provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable persons;
- ensure robust safeguarding arrangements and procedures are in operation.

Hout Bay United Football in the Community acknowledges that some children and adults in our community can be particularly vulnerable to harassment, abuse or poor practice and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

This policy applies to everyone attending **Hout Bay United Football in the Community** activities whether in a paid or voluntary capacity. This includes club members, their parents/guardians or carers, club coaches, officials, helpers, medical personnel and service providers.

The **Hout Bay United Football in the Community** Safeguarding policy and procedures will be widely promoted and are mandatory for everyone involved in club's activities. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Hout Bay United Football in the Community shall appoint a competent person to be the club's safeguarding officer. The club safeguarding officer shall be responsible for:

- promoting the safety and welfare of children and vulnerable adults at the club;
- promoting the importance of safeguarding in the club;
- ensuring that children are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to safeguarding and poor practice concerns;
- liaising with SAFA Cape Town, SAPS and Social Service Providers;
- working with other organisations as required;
- acting as the designated person for Safe Recruitment practice.

Monitoring

The policy will be reviewed after three years or in the following circumstances:

- changes in legislation and/or any government guidance;
- as required by SAFA;
- as a result of any other significant change or event.

This policy was adopted by the board of **Hout Bay United Football in the Community**

On the _____

Signed: _____

Designation: _____

Annexures:

1. Vetting Procedures compliant with South African Legislation
2. Reporting & Case Management Procedures
3. Code of Conduct
4. Reporting Form
5. Risk Assessment - Safeguarding

Annexure 1 - Vetting Procedures compliant with South African Legislation



Vetting Procedures

1. All staff and volunteers working with Hout Bay United Football in the Community are required to be vetted in order to establish whether they have any criminal convictions or other past behaviour that suggests that they are unsuitable to work with children or vulnerable adults.
2. Vetting must be conducted for all staff and volunteers who have regular contact with children or vulnerable adults and must meet the requirements of South African legislation.
3. Regular contact is defined as more than once per month.
4. All staff and volunteers are required to submit a current police clearance certificate no older than 3 months before being engaged by the club.
5. All staff and volunteers must also provide the club with an affidavit no older than 3 months, signed by a commissioner of oaths, that they have never been convicted of a sexual offence 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 or the Sexual Offenders Register and prohibited from working with children or people with a mental disability.
6. All staff and volunteers must also provide the names of two referees who will be asked to provide a written reference to the member of staff's or the volunteer's good character and suitability to work with children or vulnerable adults.
7. International volunteers working with children and vulnerable adults at the club are required to provide a current international police clearance certificate.

Annexure 2 - Reporting Procedures



Reporting & Case Management Procedures

1. Everyone in the club, officers, staff, volunteers, players, parents, carers and visitors should know how to report any concerns regarding the welfare of any other person at the club. Any person may report concerns.
2. Concerns regarding Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect), Poor Practice or a Perceived Failure of the club to Safeguard should be reported to the club's Safeguarding Officer.
3. Concerns must be recorded using the club's reporting concerns template. These can be completed by the person raising the concern or together with the club's Safeguarding Officer.
4. In situations where the child or adult is considered to be in immediate danger it will be necessary to notify the SAPS or social services.
5. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to SAPS any member of staff or volunteer implicated in the matter will be suspended from all club activities pending the outcome of any criminal proceedings.
6. Where no criminal proceedings result from a complaint to SAPS, the club may investigate the matter to determine if there is a disciplinary case to answer.
7. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to Social Services any member of staff or volunteer implicated in the matter may be suspended from all club activities pending the outcome of the social services investigation.
8. Where Poor Practice or a Perceived Failure of the club to Safeguard is reported the club may suspend any member of staff or volunteer implicated in the matter pending an investigation and any resulting disciplinary action.
9. Where appropriate the club will properly investigate any concerns raised, except where the matter has been referred to SAPS, and determine whether there is a disciplinary case to answer, whether some remedial action is appropriate or there is no case to answer. The club may appoint a suitably qualified independent investigator in such cases.
10. Any internal disciplinary hearings will be heard by an independent three-person tribunal headed by someone with a legal background. The independent tribunal will set their own rules. The appellant in disciplinary hearings will have a right of appeal before a second independent three-person appeals tribunal also headed by someone with a legal background.

11. The club will act on the recommendations of the disciplinary or appeals tribunals including where appropriate suspending or banning persons found guilty of maltreatment, continued poor practice or failure to safeguard.
12. Confidentiality is important factor the reporting, recording and processing of safeguarding concerns. The safeguarding concern will only be disclosed or discussed with those people within or outside the club that need to know in order to manage the case and to safeguard the individual(s) from maltreatment.
13. Individuals receiving or having safeguarding concerns should avoid attempting to conduct enquiries into the concern. Our duty of care is to report the concerns to the appropriate person and/or organisation. This may be the SAPS, social services, or the club's Safeguarding Officer(s).
14. Although incidents can be reported directly by the affected individual, the term "whistle blowing" is used to describe a complaint relating to the conduct of an individual made by someone other than the affected person.
15. Hout Bay United Football in the Community recognises that some individuals may be fearful of the consequences of making a complaint under these procedures, particularly where the perpetrator is in a position of authority. In these circumstances, where possible, the identity of the whistle blower will remain confidential.
16. Any person who makes a complaint in good faith must not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory or frivolous.

Important Contacts for Reporting Concerns

Sargent Njara, Hout Bay SAPS 082-302-8370

Community Cohesion, Social Workers - 061-683 6943

Hout Bay United Football in the Community Safeguarding Officer - Iris Henkel - 078-4570047

Annexure 3 - Code of Conduct



Code of Conduct

Staff and volunteers at Hout Bay United Football in the Community play an essential role in contributing to the sporting and social development of children and young adults in football. As such, they have a duty of care to create a safe, inclusive and positive environment for all. It is important that coaches, managers, medical staff, volunteers, staff, parents and all those involved in football activities or programmes respect the rights and well-being of children and young adults in our game. You are confirming your absolute commitment to these values by signing this code of conduct.

As a member of staff or volunteer, I will promote good practice and:

- Make football a fun experience.
- Complete the basic safeguarding awareness training.
- Respect the rights, dignity and worth of every child without discrimination on account of age, race, skin colour, ethnic, national or social origin, gender, disability, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason.
- Always report any concern of poor practice or abuse immediately to the safeguarding officer or appropriate authorities. I acknowledge that I must report any concerns I may have - no action is not an option.
- Lead by example when it comes to good sportsmanship and be a role model for children and young adults- this includes not drinking alcohol, taking drugs or using foul, racist, homophobic or other discriminatory language in the presence of children or young adults.
- Respect my position of trust and maintain appropriate boundaries with children and young adults.
- Work in an open environment and avoid spending time alone with children or young adults away from others.
- Arrive in sufficient time to set up activities and ensure that risk assessments are undertaken as necessary for all activities, programmes, and events involving under-18s.
- Ensure children are safe by supervising appropriately and using safe training methods and techniques.
- Never engage in bullying behaviour.
- Challenge any form of bullying behaviour among and towards children or young adults.
- Communicate in a constructive, age-appropriate manner with children, never humiliating them.
- Provide meaningful opportunities that empower all participants including children to share in the decision-making process.

- Never condone rule violations, any form of violence or the use of prohibited substances.
- Ensure that confidential information is not divulged unless with the expressed approval of all those concerned or where a case warrants disclosure to relevant authorities.

I will never:

- engage in or allow any verbal, physical or sexually provocative games with or inappropriate¹ touching of children;
- engage in any sexual relationship with any player under 18 years of age, including making sexually suggestive comments to a child;
- groom² or exploit a child for personal and financial gain;
- engage in inappropriate use of social media - this includes engaging children in private social media conversation and never posting comments that could compromise their well-being or cause them harm;
- reduce a child to tears or scare or humiliate him/her as a form of control;
- intentionally physically hurt or threaten to hurt a child - hitting and punching may be regulated forms of contact in some (combat) sports but have no place in football.

Failure to abide by this code of conduct will result in appropriate action being taken. This may mean your removal from the activity/event for a period whilst an investigation is taking place and may result in disciplinary and/or legal action.

I agree to abide by this code of conduct and understand that failing to do so may result in disciplinary action being taken against me.

Name: _____

Signature: _____

Dated: _____

¹ Contact with buttocks, genitals and breasts must be avoided. Staff and volunteers should never behave in a way that could be interpreted as inappropriate.

² In the context of child sexual exploitation and abuse, “grooming” is the short name for using children for sexual purposes. It refers to the process of establishing/building a relationship of trust with a child, either in person or through the use of the internet or other digital technologies, to facilitate either online or offline sexual contact.

Annexure 4 - Safeguarding Incident Recording Form

If an incident or concern is immediate and there is a risk of significant harm to a child or an adult that they need protection, then call your local SAPS and/or Social Services.

This form should be used by club officials to record the details of any concerns raised. All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult. The form should be completed for all levels of concern, even where no immediate action may be necessary.

DETAILS OF PERSON COMPLETING THE FORM

Name: _____
Position Held: (Safeguarding Officer/Coach, etc.) _____
Club: _____
Address: _____

Postcode: _____ Contact Numbers: _____
Name/details of person who raised concern (if different from above): _____

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

Name: _____
Position: _____
Club Name: _____
Relationship to alleged victim: _____

DETAILS OF ALLEGED VICTIM (if more than one, continue on a separate sheet)

Name: _____
Organisation: _____
Postcode _____ Email/Contact Number _____
Any identified special needs or disability? _____

DETAILS OF INCIDENT

Date(s) of incident(s): _____

Description of the incident(s) (please include as much detail as possible. If a child or vulnerable adult talked to you, write down the exact details of the conversation - remember not to lead them. Please include any other information including location, number of incidents, any witness details etc. - please continue on a separate sheet of paper if necessary)

Any actions taken?

Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number:

Children/Adult Social Services

Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice: _____

South African Police Service (SAPS)

Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice:

Any relevant additional information

Signed _____

Date _____

Annexure 5 - Risk Assessment - Safeguarding

This risk assessment guide considers the potential for harm to come to children or vulnerable adults whilst they are participating in football and assists in mitigating against risks.

This risk assessment tool refers to the possible risk of abuse and not general health and safety risks (these should be covered under separate health and safety rules).

Explanation of terms used:

Potential risk of harm to children or vulnerable adults - identified risks of harm to children or vulnerable adults whilst accessing our football activities or programmes.

Likelihood of harm happening - the likelihood of the risk occurring: low, medium or high (Note that if risks are high, the activity should be modified or cancelled).

Required policy, guidance and procedure document - indication of the policy, guide or procedure required to alleviate the risk.

Responsibility - who is responsible? Indicate where the responsibility for alleviating the risk lies.

POTENTIAL RISK OF HARM TO CHILDREN OR VULNERABLE ADULTS	LIKELIHOOD OF HARM HAPPENING (LOW/MEDIUM/HIGH)	REQUIRED POLICY, GUIDANCE AND PROCEDURE DOCUMENT	WHO IS RESPONSIBLE FOR HANDLING THE ISSUE?	FURTHER ACTION REQUIRED.
Personnel				
Recruitment of inappropriate people working directly with children				
Lack of training on safeguarding for coaches and volunteers				

Other adults with access to children - e.g. security, medical staff				
COMPLAINTS & DISCIPLINE				
Concern about behaviour of some adults towards children				
Absence of a complaints & disciplinary process within the club or federation				
Complaints not being dealt with seriously				
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures to local authorities/agencies				
No safeguarding officer appointed (or focal point) for safeguarding in the MA				
Not clear who children should talk to or report to if they have concerns				
FACILITIES & ACCOMMODATION				
Unauthorised access to children's play & practice areas and to changing rooms, showers, etc.				
Children sharing same facilities and accommodation with adults				

TRANSPORT & TRAVEL				
Transporting children between venues/training is not safe				
Safeguarding checks have not been carried out on any drivers				
No guidance for travelling and trips away				
COMMUNICATION & SOCIAL MEDIA				
Inappropriate use of social media and communication by under -18s				
Inappropriate use of social media and communication by adults with under-18s				
GENERAL BEHAVIOURS ISSUES (child to child; adult to child; adult to adult)				
General Behaviour Issues				

This risk assessment was discussed and completed by Hout Bay United Football in the Community.

Signed: _____

Name: _____

Position: _____

Date: _____

