



SAFEGUARDING POLICY

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ACKNOWLEDGEMENTS

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INTRODUCTION

Cycling South Africa is South Africa's national cycling sporting body. The main business of CYCLING SOUTH AFRICA is to promote and develop a strategy and framework for high performance cycling as defined in the National Sport and Recreation Act 110 of 1998 as amended by the National Sport and Recreation Amendment Act, No 18 of 2007 in the Republic of South Africa as well as to act as the controlling body for cycling and for the preparation and delivery of all cycling competitions and events locally, interprovincially and internationally including but not limited to the Olympic Games, Paralympic Games, Commonwealth Games, World Games and All Africa Games.

Included in its objectives are the following:

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

CYCLING SOUTH AFRICA must create an atmosphere in which everybody who participates in cycling in south Africa can have a safe, rewarding, and positive experience.

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

Safeguarding in cycling in South Africa is the responsibility of CYCLING SOUTH AFRICA and they will endeavor to ensure all their staff, volunteers, operations and programmes do no harm to children or vulnerable adults, or expose them to harassment, abuse, or exploitation.

PURPOSE

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

- Ensure everyone in **CYCLING** understands that all forms of harassment and abuse are unacceptable and will not be tolerated.
- Ensure anyone who has witnessed or experienced harassment or abuse within **CYCLING**, has the ability 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 **CYCLING**, irrespective of whether they arise at local, national or international level.
- Implement effective measures that minimise the likelihood of incidents of harassment and abuse arising in **CYCLING**.
- Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in **CYCLING**.

DEFINITIONS

- **Abuse** refers to any form of abuse or harassment which may occur in one of 5 forms either in isolation or in combination. These are, but not limited to Psychological Abuse; Physical Abuse; Sexual Harassment; Sexual Abuse; Neglect or Bullying. This can happen based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status, and athletic ability. It can include a once-off incident, or a series of incidents and it may be in person or online.
- **Adult** means persons 18 years and older, men and women including persons with impairments;

- **Athletes** means all athletes of all ages;
- **Athletes with disabilities** means those who have long-term physical, mental, intellectual or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others;
- **Board** means **CYCLING SOUTH AFRICA's** Governing Board;
- **Bullying or cyberbullying** means unwanted, repeated, and intentional, aggressive behaviour usually among peers, and involves a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone verbally or deliberately excluding someone. This can happen in the real world or the cyber world;
- **Child** means any person who has not turned 18 years of age unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 years of age. A juvenile, young person and adolescents are 10-18 years of age;
- **Designated Safeguarding Officer (DSO)** means the designated persons (one male, one female) from every club associated with **CYCLING SOUTH AFRICA** who is appointed and trained as the club's Designated Safeguarding Officers.
- **Harassment** (See definition under Abuse);
- **Hazing:** an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members;
- **Homophobia:** antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals;
- **Judicial Body** means a body which must be made up of a minimum of persons, and where possible should exclude the Federations CEO and President, who will overview and preside over appeals of findings and recommendations of sanctions made in disciplinary enquiries.
- **LOC** means "Local Organising Committee" of a Major Sporting Event;

- **National Federation** means the National Federation, which is affiliated with **CYCLING SOUTH AFRICA**;
- **Neglect:** 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 athlete entourages;
- **Negligence:** the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
- **Non-accidental harm:** any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation.
- **Officials** means members of the team or club involved in sport, including but not limited to, technical official, medical support, management, volunteer, coach and any other member of the team's entourage or person assisting at any sports event;
- **Physical abuse:** non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;
- **Psychological abuse:** a pattern of deliberate, prolonged, repeated non-physical 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;

- **Safeguarding Awareness Certificate (SAC)** means the safeguarding training to be completed by every coach affiliated to **CYCLING SOUTH AFRICA**;
- **Safe sport:** an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes;
- **Safeguarding Partner** means a person or organization appointed by the National Executive Committee of **CYCLING SOUTH AFRICA** as an outsourced Partner to consult on any or all matters pertaining to Safeguarding within **FEREDRATION NAME**. This may refer to any form of abuse, harassment or proactive measures including but not limited to recruitment, safeguarding for competitions, games and events or any matter that **CYCLING SOUTH AFRICA** feels may need assistance in Safeguarding.
- **Safeguarding Policy** means this document concerning the protection against Harassment and Abuse in **CYCLING SOUTH AFRICA**;
- **Senior Safeguarding Officer (SSO)** means the lead person appointed by **CYCLING SOUTH AFRICA** in all matters pertaining to safeguarding;
- **Service Provider** means any person or organisation who or that renders a service, no matter what the nature of that service is, to any club, competition, function that is in any way affiliated to **CYCLING SOUTH AFRICA**
- **Sexism:** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism.
- **Sexual abuse:** any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given;

- **Sexual harassment:** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.
- **Staff** means all people who are working for some form of remuneration which may include, but not limited to cash or favour, and who are bound or not bound by a contract of employment for any club or structure affiliated to **CYCLING SOUTH AFRICA**;
- **Volunteers** means any person, adult or child who is working or assisting **CYCLING SOUTH AFRICA** or assisting any club or structure affiliated to **CYCLING SOUTH AFRICA** in the continuation of any service, event or function or serving on any committee, or volunteering in any capacity for any function in any structure including but not limited to team preparation and delivery at Major International Events or Major Games and contributing to Committees and Commissions of any structure affiliated in any way to **CYCLING SOUTH AFRICA**;
- **Young adults** are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience they might not have developed resilience and may be more at risk of exploitation harm or abuse.

RESPONSIBILITIES OF CYCLING SOUTH AFRICA TO SAFEGUARDING

CYCLING SOUTH AFRICA recognises that it has a responsibility for guiding all structures of **CYCLING SOUTH AFRICA** 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.

CYCLING SOUTH AFRICA 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 (...)”.

CYCLING SOUTH AFRICA 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 **CYCLING SOUTH AFRICA** to adopt and implement these policies and procedures.

CYCLING SOUTH AFRICA undertakes to ensure that due diligence on every club affiliated to **CYCLING SOUTH AFRICA** is carried out to ensure that all **CYCLING** clubs have met best Safeguarding Practices. The due diligence and inspection of all safeguarding regulations and the

assistance to all **FEDERATION NAME** clubs will be completed by the National SSO or the Federation Appointed Safeguarding Partner annually.

CYCLING SOUTH AFRICA is to ensure that all applications for roles in the sport that involve “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

CYCLING SOUTH AFRICA 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.

CYCLING SOUTH AFRICA 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 **CYCLING SOUTH AFRICA**

EXPECTATION OF CYCLING SOUTH AFRICA SENIOR SAFEGUARDING

OFFICER

- **CYCLING SOUTH AFRICA** Senior Safeguarding Officers should be one or two suitably qualified persons, preferably one man and one woman. Each one of them will act individually or in collaboration, when it is required.
- The Executive Board must appoint **CYCLING SOUTH AFRICA** Senior Safeguarding Officers.
- **CYCLING SOUTH AFRICA** Senior Safeguarding Officers must be supported by an appointed Case Management Group or an appointed safeguarding outsourced service provider who will be able to assist the SSO in more technical matters.

- **CYCLING SOUTH AFRICA** Senior Safeguarding Officers have the following role and duties:
 - a) To be the main point of contact for any DSO needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time;
 - b) To sit as an advisory to the Executive Board 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 **CYCLING SOUTH AFRICA** 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 clubs and DSO's;
 - e) To inform **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA'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.

EXPECTATION OF CYCLING SOUTH AFRICA's DESIGNATED

SAFEGUARDING OFFICERS

- Every Club in **CYCLING SOUTH AFRICA** must appoint a Designated Safeguarding Officer. (it is advisable that there are 2, one male and one female) These person/persons should be suitably qualified persons. Each one of them will act individually or in collaboration, when it is required.
- The Chairperson of each club must appoint their Designated Safeguarding Officers and inform the SSO of that appointment.
- All Designated Safeguarding Officers, on behalf of their club, must sign that they understand and acknowledge the **CYCLING SOUTH AFRICA** Safeguarding Policy Manual.
- All Designated Safeguarding Officers, on behalf of their club, must sign that they understand and acknowledge the **CYCLING SOUTH AFRICA** Code of Ethics.
- The Designated Safeguarding Officer must ensure that all club safeguarding measures are fulfilled. These duties include but are not limited to:-
 - a) 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.
 - b) Ensure all members, defined in the policy, have completed their Safeguarding Awareness Certificate.
 - c) Ensure that all members defined in the policy have signed their Declaration of Good Standing.
- All **CYCLING SOUTH AFRICA** club Designated Safeguarding Officers have the following additional roles and duties:
 - a) To be the main point of contact for any member of their club needing assistance with the reporting of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time;

- b) Investigating any allegations of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and/or neglect at any time;
- c) To be the main point of contact for their club's members about any request concerning the Safeguarding Policy or safeguarding matters;
- d) To provide, if requested, support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of harassment and/or abuse.
- e) To implement and uphold all elements of the **CYCLING SOUTH AFRICA's** Safeguarding Policy;
- f) To agree safeguarding plans with the LOC for Major Sports events;
- g) To respect the confidentiality, as set out in this Policy;
- h) To be inform the SSO, if there are any allegations that may in any way lead to the registering of a criminal offence and to ensure without fear or favor that the matter is reported to the relevant authorities in accordance with the applicable law and this needs to happen as soon as possible.
- i) To ensure that the safeguarding responsibilities of the club are displayed in the club at all times and are adhered to.
- j) To ensure that the Changeroom Policy is visible to all members and anyone using the changeroom and that all elements of this policy are adhered to at all times.
- k) To ensure that every member has the ability to report anonymously if need be and that these anonymous reports are treated in alignment with this policy.

RESPONSIBILITIES OF CYCLING CLUBS AFFILIATED TO CYCLING SOUTH AFRICA

It is the responsibility of every **CYCLING** club affiliated with **CYCLING SOUTH AFRICA**, to:-

- Ensure that this Safeguarding Policy Document is available either online or in hard copy for anyone to view
- Ensure that their Code of Ethics Document is available either online or in hard copy for anyone to view
- Ensure that their Code of Conduct Document is available either online or in hard copy for anyone to view
- Ensure that they, at all times, have 2 appointed Designated Safeguarding Officers (D.S.O.) (one male and one female) and that both have completed their annual DSO training
- Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers are cleared against the Sexual Offences Register (as defined in the Sexual Offences Amendment Act of 2007) every 24 months.
- Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers have been cleared against the Child Protection Register (as defined in the Children's Act of 2005) every 24 months.
- Ensure that all coaches, administrators, technical officials whether working as paid staff or volunteers have had Criminal Clearance check done every 24 months.
- To assist the communities and schools, in which **CYCLING SOUTH AFRICA** may have clubs to understand our commitment to safeguarding including all relevant process' and protocols
- To ensure that every person has the ability to report anonymously on any challenges they may be facing and to encourage and motivate any person connected to the club, including but not limited to, club exco, club members, club athletes, parents of athletes, administrators and / or technical officials to use the anonymous reporting platform if they feel they need to report anonymously.

RESPONSIBILITIES ANY PERSON AFFILIATED TO CYCLING SOUTH AFRICA

It is the responsibility of every person connected to **CYCLING SOUTH AFRICA**, no matter how they are associated with **CYCLING SOUTH AFRICA** to:-

- have a basic knowledge of how to ensure the safety of all children and adults and to have completed their Safeguarding Awareness Certificate
- have appropriate opportunities to develop and maintain the necessary attitudes, skills and knowledge to do this.
- to assist the communities, we work with to understand our commitment to safeguarding including all relevant process' and protocols
- to ensure everyone has the right to participate in **CYCLING** in an environment free from nonaccidental harm, discrimination, bullying, harassment, abuse, violence and neglect irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.
- recognise that the welfare of all who take part in **CYCLING**, regardless of their role, is important and they place the safety and well-being of all participants at the centre of everything we do.
- recognise that in as much as any participants could be subjected to non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect, certain groups may be more vulnerable than others, including but not limited to:
 - Children
 - Young Adults
 - People with a Mental and/or a Physical Disability
 - Competitive Athletes
 - Women
 - Elderly Persons, and
 - Other Vulnerable Adults

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

THE APPOINTMENT OF THE GUARDIAN AS CYCLING SOUTH AFRICA

NATIONAL SAFEGUARDING PARTNER

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

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

- **Safeguarding Awareness Certificate (SAC)**

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

- **Designated Safeguarding Officer (DSO)**

It is imperative that every club falling into the structures of **CYCLING SOUTH AFRICA** ensure that their club appoint a DSO. It is highly recommended that every club appoint a male and a female DSO and that those persons completes their DSO course and the annual refresher.

- **Senior Safeguarding Officer (SSO)**

It is imperative that every **Provincial/National** Office (depending on the size of the Federation) falling into the structures of **CYCLING SOUTH AFRICA** appoint a SSO to assist all clubs within their region with any challenges pertaining to Safeguarding. It is also vital that the National Structure appoint an SSO.

POLICIES

1. RECRUITMENT POLICIES

1.1. Recruitment Policy

Purpose

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

Policy

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

1.2. Sexual Offences Register Policy

Purpose:

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

Policy:

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

1.3.Child Protection Register Policy

Purpose:

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

Policy:

It is the policy of **CYCLING SOUTH AFRICA** that all adult persons working in any capacity either as staff or in a volunteer capacity, including, but not limited to coaching staff, volunteers, technical assistants, administrators or service providers are cleared in the prescribed manner in accordance with Section 126 of the Children's Act 38 of 2005 and that they all have a certificate proving that the check has been conducted and is no older than 24 months and must be renewed every 24 months.

1.4.Criminal Check Policy

Purpose:

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

Policy:

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

2. POLICY & PROCEDURES FOR REPORTING ABUSE OF CHILDREN

Purpose

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

Policy

2.1. Reporting

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

- Any disclosure of child abuse must be reported as soon as possible to the DSO.
- The staff member to whom the child made the disclosure will immediately complete the [Reporting Form \(Annexure A\)](#) and submit to the DSO within 24 hours of the disclosure being made.
- If a child makes a disclosure, the person to whom the disclosure was made must report this to the DSO.
- Under no circumstances may details of the abuse be divulged to any person other than the DSO unless the transference of this information will benefit the child directly.
- The DSO undertakes to report all incidents of Child abuse to the SAPS.
- Any person may contact The Guardian for telephonic advice.

2.2. Information to the SSO of CYCLING SOUTH AFRICA

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

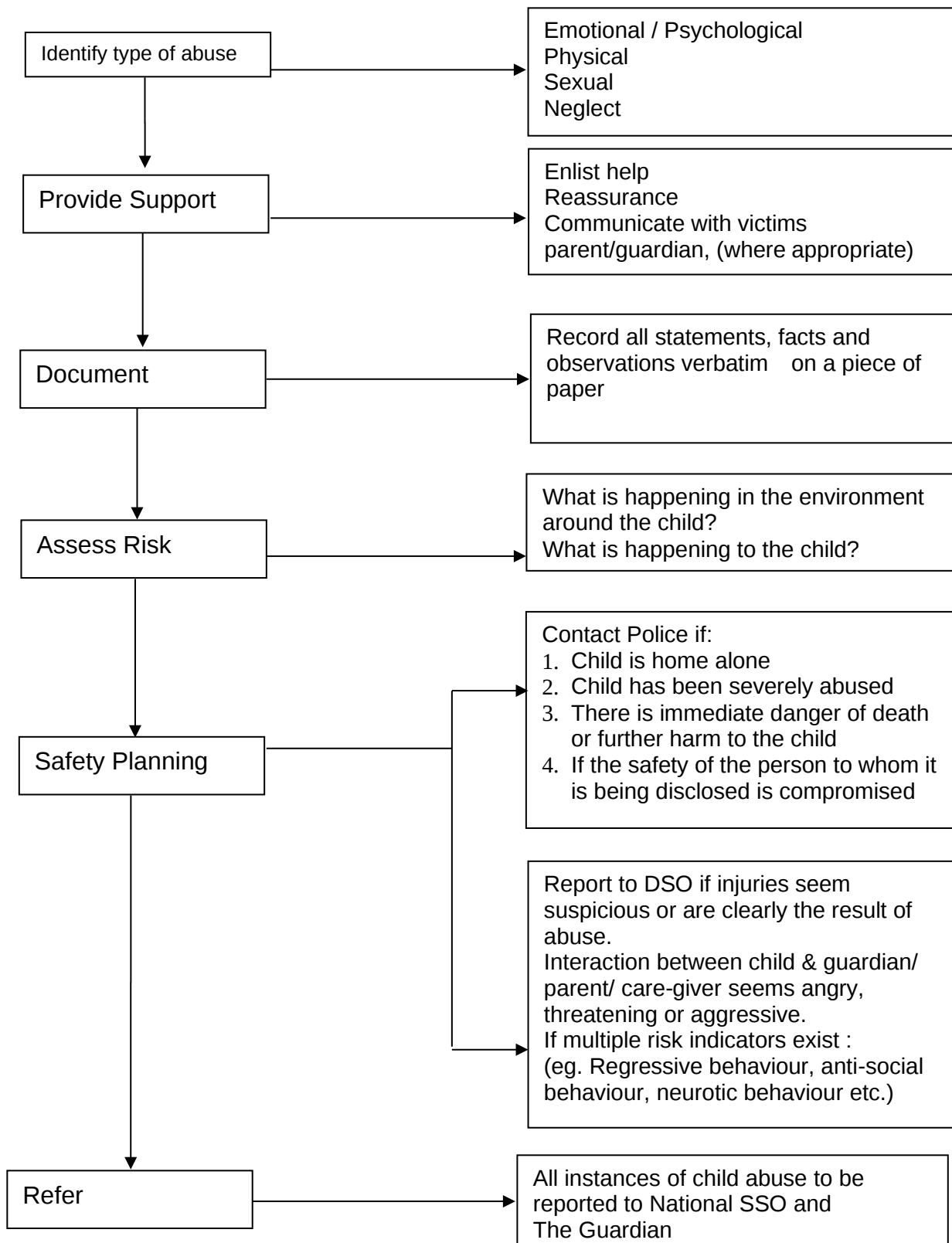
Any DSO, to whom a disclosure is made, either directly or indirectly, must submit within 24 hours of receiving the report, inform the **CYCLING SOUTH AFRICA** Senior Safeguarding Officer.

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

2.3. Guidelines for Managing Disclosure

- Stay calm and be reassuring.
- Find a quiet, but not necessarily private, place to talk.
- Ensure that the child knows that you believe what he or she is telling you.
- Listen, but do not press for information.
- Tell the child you are glad that he or she has told you.
- Never promise the child that you will keep their secret but promise to tell only those you really must.
- If the child gives you permission, seek the DSO's involvement.
- If it will help the child to cope, tell them that the abuser has a problem.
- Tell the child that you will do your best to protect and support him or her.
- If necessary, seek medical help and contact the police or social services.
- Acknowledge that the child may experience a range of feelings about the abuse such as anger, sadness and guilt. It is important to stress that the abuse was and is not the child's fault.
- Acknowledge that you may need help dealing with your own feelings. If necessary, ask your DSO for assistance.
- Always remain objective and do not allow personal matters, feelings, or pre-conceptions to cloud your judgment.
- The reporting and investigation of child abuse must ensure the safety of the child.

2.4. Procedure for Responding to Actual or Suspected Abuse



2.5. Legal Responsibilities when Reporting

All staff and volunteers are legally bound to report all matters of suspected and actual child abuse to the SAPS, **CYCLING SOUTH AFRICA** SSO and The Guardian.

3. GENERAL SAFEGUARDING POLICIES

Introduction

CYCLING SOUTH AFRICA 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, **CYCLING SOUTH AFRICA** and all stakeholders, will, at all times, endeavor to safeguard children, not only from abuse, but also from anything else that may cause harm to a child physically and/or emotionally.

3.1. Media Policy

Purpose

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

Policy

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

- 1 Complete the [Photography and Videography of Children Application Form \(Annexure B\)](#) and submit it to the DSO of the club that the child is affiliated to.
- 2 The application form must be accompanied by a [Photography and Videography of Children Consent Form \(Annexure C\)](#) which both Parent and athlete (if between the ages of 12 and 18) must sign.
- 3 For consent to be authorised the DSO for the Club 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.

3. 2. Photography and Videography Policy

Purpose

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

Policy

1. Photography is prohibited in any changing room or toilet area.
2. Any photograph or video of a child may not include the child's name without the permission of the child and parent / guardian.
3. Any professional organizations or press photographing children at any club affiliated to **CYCLING SOUTH AFRICA** must complete the [Photography and Videography Application Form \(Annexure B\)](#). Thereafter no interview or photographs may commence unless the child, their parent / guardian and the DSO have granted permission through the [Photography and Videography of Children Consent Form \(Annexure C\)](#) which both Parent and athlete (if between the ages of 12 and 18) must sign.
4. Parents/Guardians may only take photographs of their own children. If a parent/guardian wants to take a picture of another child (your child's friend etc. your child must appear in that photo and where possible the parents of the other child must give permission).
5. Under no circumstances may the photo, video, name or personal details of a child other than your own, acquired on any of our premises be placed in a public forum such as in a mass media or web-based medium.
6. No photographer, professional or otherwise, may be alone with any child for the purposes of capturing any image, unless the said photographer is the parent or legal guardian of the child or has received permission from the club DSO.
7. If the child is over the age of 12, the child's permission to capture any image must be obtained.
8. If the child is under the age of 18, the child's parent/guardian must consent to any image being captured.

3.3. Service Provider Policy

Purpose

To ensure that all Service Providers who are contracted or volunteer to do any form of work within any club affiliated to **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA**.
- Any service provider, paid or volunteer, who notices anything such as, but not limited to, behaviour or verbal communication that may be construed as placing an athlete, especially a vulnerable athlete at risk, will report it immediately to the Club DSO.

Club Designated Safeguarding Officer : _____ Contact

Number : _____

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

Signature

Date

CLUB STAMP

Name

3.4. Drug and Substance Abuse Policy

Purpose

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

Policy

South African Legislation prohibits the use of both illegal and dependence producing drugs. As a result, **CYCLING SOUTH AFRICA** declares all clubs affiliated to **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA**.

Any DSO affiliated to **CYCLING SOUTH AFRICA** 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.

CYCLING SOUTH AFRICA 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 **CYCLING SOUTH AFRICA** maybe subject to the following procedure after consultation with their parents:

1. Have a urine drug test administered;
2. If the child tests positive for a substance with a urine test, the child will first be interviewed by 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.

3.5. Anti-Bullying Policy

Purpose

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

Policy

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

CYCLING SOUTH AFRICA 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 **CYCLING SOUTH AFRICA** has a shared responsibility to create a safe and happy environment, free from all forms of bullying. Specifically, they have a responsibility to:

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

ANY PERSON affiliated with **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** has the responsibility to:

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

Staff and Volunteers have a responsibility to:

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

Parents and caregivers have a responsibility to:

- Explore their children's concerns

- Be aware of the signs and symptoms of bullying for example, sport or training avoidance, persistent headaches, stomach aches, damaged clothes, bruises, sleep disturbance, etc.
- Contact the club promptly if bullying 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 behaviour, including responsibilities as bystanders or observers
- Provide parents, caregivers and students with strategies that promote appropriate behaviour, and information on the consequences of bullying
- Communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children
- Follow up appropriate action and document complaints of bullying, harassment and intimidation.
- Ensure ongoing strategies to prevent bullying behavior
- Ensure that all staff are aware of **CYCLING SOUTH AFRICA** Anti-Bullying stance

3.6. Sexual Harassment Policy

Purpose

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

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

Policy

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

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

No one will be victimised for making such a complaint.

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

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

3.7. Child Collection Policy

Purpose

To regulate who can and who cannot collect a child from any club, competition or function that is any way affiliated to **CYCLING SOUTH AFRICA** 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 D Checklist for Intoxication Form](#) as the report on the incident in full and submit to the DSO.
6. The incident report must be handed to the DSO and a copy must be kept in the child's file

3.8. Travel and Tour Policy

Purpose

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

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

Policy

It is the Policy of **CYCLING SOUTH AFRICA** 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 F: Trip/Tour Checklist](#) must be completed and sent through to the National SSO.

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

3.9. Transport Policy

Purpose

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

Policy

It is the policy of **CYCLING SOUTH AFRICA** that the DSO of every club affiliated to **CYCLING SOUTH AFRICA** 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.

3.10. Changeroom 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 **CYCLING** 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 D.S.O. must negotiate specific time slots for younger groups, and the coaches/helpers, to have exclusive use of the changing rooms
- children and young people may opt to change at home before they arrive for the activity*.

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. Organisers of groups of children under eight years should make arrangements for their supervision while changing before and after the activity. Although most children of school age may be capable of changing their clothes, many leisure facilities have established guidelines that any child below the age of eight years must be accompanied.
- the group includes disabled children who require additional support and assistance with changing (note this should be undertaken by prior agreement with their parent or professional carer)
- children could injure themselves or access a potential risk such as a swimming pool that is unattended
- there are concerns about bullying, fighting or other troublesome behaviours 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 – organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away.
- 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 organisers and coaches. Where they are responsible only for their own child (or by agreement their relatives' or friends' child/ren) this constitutes a

private arrangement outside the responsibility of the activity organisers. However, when parents undertake a formal supervisory role at the request of or with the agreement of the organiser which includes having responsibility for other people's children, the same steps should be taken to establish their suitability as for any other supervisory position (Recruitment Policy is to be considered).

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 **CYCLING SOUTH AFRICA** 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 carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required

- if adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club
- if young people need to share changing facilities with adults, their parents should be allowed to supervise them while they are changing.
- Adults must not change, or shower, at the same time using the same facility as children
- No Mobile phones maybe used in changing rooms

ALL CLUBS AFFILIATED TO CYCLING SOUTH AFRICA MUST HAVE AN OVERVIEW OF THIS POLICY VISBLE IN EVERY CHANGEROOM OF EVERY CLUB

3.11. Incidents and Accidents Procedure Policy

Purpose

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

Policy

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

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

1. Take immediate action to protect, comfort, and arrange for emergency medical treatment, if necessary.
2. Complete the [Incident Report \(Annexure E\)](#) and give the report to the Club Head as soon as possible, but no later than the end of the day on which the incident occurred.
3. 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.
4. 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).
5. 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.

3.12. Protection of Information

Purpose

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

Policy

1. Sharing of personal information about children and their families is forbidden.
2. Keep all social services, medical and personal information about a child, and or his or her family in a safe and secure place, inaccessible by individuals other than appropriately authorised employees and the DSO
3. All children and families have a right to the same level of confidentiality, irrespective of sex, race, religion, medical concerns and special educational needs.
4. No stakeholder may discuss any child's 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.

3.13. 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 **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** in conjunction with all club DSO's will encourage all athletes to make use of The Guardian Anonymous Reporting App.

Every club affiliated to **CYCLING SOUTH AFRICA** will ensure that their DSO is familiar with **The Guardian Anonymous Reporting App**.

3.14. Emergency Policy

Purpose

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

Policy

1. Every DSO affiliated to any club which is affiliated to **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** 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't's

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

3.15. 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.

3.16. Prevention of Contagious Diseases Policy

Purpose

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

Policy

1. Every club reserves the right to exclude any person (including children) with a contagious disease from their facilities, programs and functions, if the DSO determines that the restriction is in the best interests of children, staff, or anyone at the club.
2. Persons (including children) shall not be excluded solely on the basis that they have a contagious disease. Factors that will also be considered in determining whether to exclude persons with communicable diseases will include:
 - a. Whether the disease is contagious in ordinary public association;
 - b. The nature of the disease, including the typical risks to other persons in good health;
 - c. The public health situation in the region;
 - d. Whether the law requires the club to exclude such persons with the disease at the time of an outbreak.

After the exclusion of a person, the club reserves the right to require a written statement from a person's physician indicating that the person is no longer communicable.

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

Acute flaccid paralysis

Acute Rheumatic Fever or Rheumatic Fever

Anthrax

Brucellosis

Cholera

Congenital syphilis

COVID-19

Diphtheria

Food poisoning (outbreaks of more than 4 people)

Hemophilus influenzae type B (Hib)

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

Lead poisoning

Legionellosis

Leprosy

Malaria

Measles (rubeola)

Meningococcal infections

MERS-CoV

Paratyphoid fever

Plague

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

Agricultural Remedies and Stock Remedies Act, 1947 (Act No 36 of 1947) Poliomyelitis

Rabies (human case or human contact)

Smallpox and any smallpox-like diseases

SARS-CoV

Tetanus

Tetanus neonatorum

Trachoma

Tuberculosis

(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.

3.17. Discipline vs Punishment Policy

Purpose

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

Discipline is defined as the ongoing process of helping children to develop self-control for selfmanagement, 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 **CYCLING SOUTH AFRICA**, or to any club affiliated to **CYCLING SOUTH AFRICA** ensure that any behaviour altering methods align to discipline rather than punishment.

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

1. Inflict corporal punishment, in any manner, upon a child's body;
2. Hit, spank, beat, shake, pinch, or any other behaviour that produces physical discomfort;

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

Examples of preferred disciplinary actions include.

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

3.18. Confidentiality Policy

Purpose

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

It is also vital that the information regarding the identity of any whistle blower is retained in the utmost confidentiality and their identity may not be disclosed without their consent.

Policy

It is the policy of **CYCLING SOUTH AFRICA** that all information pertaining to the personal information of a child or to the identity of a whistle blower be accessible only to the club's DSOs. DSOs may only share this information, on a "need to know basis" and may only use the confidential information in cases where the disclosure is necessary to protect someone from the non - accidental harm, discrimination, bullying, harassment, abuse, violence and neglect that is being suffered.

3.19. Retention of Records Policy

Purpose

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

Policy

Any information about poor practice or complaints about harassment and/or abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 5 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding. This information will remain confidential and not be shared unless the person in question is applying for another position in sport and the DSO deems it necessary, only for the purpose of safeguarding of persons, make the information known to the relevant safeguarding officer in the enquiring sports body or club.

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

3.20. Acceptance of Protocols, Procedures and Rules Policy

Purpose

The purpose of this policy is to ensure that all staff, Volunteers and anyone who works in any capacity, whether paid or as a volunteer knows and understands that the safety of athletes and most specifically vulnerable athletes is of paramount importance to **FEREDERTAION NAME**.

Policy

Any person engaging in way with **CYCLING SOUTH AFRICA**, 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 **CYCLING SOUTH AFRICA** Safeguarding Policy and Procedure Manual, and before they can work, volunteer or assist in any way that they sign [The Acknowledgement of Safeguarding Regulations Document \(Annexure G\)](#) and understand that failure to adhere to any element of this policy may result in a banning from all clubs, events or functions that have anything to do with **CYCLING SOUTH AFRICA**.

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 **CYCLING SOUTH AFRICA**, then the allegation must be reported to **CYCLING SOUTH AFRICA** Senior Safeguarding Officer or an officially appointed Safeguarding Partner of **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA'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.

7. Right to an appeal

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

Findings

The Chairperson must deliver their findings in writing to the accused and **CYCLING SOUTH AFRICA** Judicial Body

Sanctions

Sanctions and measures shall be proportionate to the infringement of **CYCLING SOUTH AFRICA'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 **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA's** Judicial Body within 2 working days of the completion of the enquiry.

If the accused does not appeal the sanction, it will be published on **CYCLING SOUTH AFRICA's** website.

Appeal Process

If the person against who the hearing is held is unhappy with the finding and feels that they would like to challenge the finding their reasons for appealing must be made to **CYCLING SOUTH AFRICA** Judicial Panel within 5 working days.

CYCLING SOUTH AFRICA must appoint a minimum of 3 persons who will make up the **CYCLING SOUTH AFRICA's** Judicial Panel. These people cannot be made up of **CYCLING SOUTH AFRICA** Safeguarding Officers and it is preferable that the Federation President and CEO are not on this panel. This Judicial Panel will be responsible for either upholding the recommendation made by the Senior Safeguarding Officer or Safeguarding Partner or reaching a different sanction. The Judicial Panel do have the right to increase, reduce or uphold the sanction made by the chairperson.

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

CYCLING SOUTH AFRICA's Judicial Panel may take sporting sanctions without waiting for any investigation or sanction to be taken by any other authorities;

ANNEXURE A : REPORTING FORM

FORM FOR REPORTING CONCERNS

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

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

ANNEXURE B : PHOTOGRAPHY AND INTERVIEW OF CHILDREN APPLICATION

FORM

This form is required for any person(s) intending to conduct any type of research, media interview, inquiry or to take pictures or video in which children affiliated to **CYCLING SOUTH AFRICA**, would be involved and they would be interviewed for any reason which aligns to **CYCLING**. 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?

ANNEXURE C : INTERVIEW AND PHOTOGRAPHY OF CHILDREN CONSENT FORM

I, _____ acknowledge that: -

- All photographs, film, recordings, projects, or research will only be used within the scope defined on my Interview and Photography Request Form (attached hereto).
- By signing this document, I am stating that I (and my company/institution and/or organisation) accept the below listed guidelines and, therefore, understand that any staff represented by my company understand that the safety of all child athletes who in any way are affiliated to **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** SSO.

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

Print name: _____ Signature: _____

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

ANNEXURE D: CHECKLIST FOR INTOXICATION

NAME OF INTOXICATED INDIVIDUAL: _____			
CHILD/REN WHOM INDIVIDUAL ATTEMPTED TO COLLECT: _____			
NAME OF STAFF MEMBER/DSO: _____			
DATE: _____ TIME: _____ PLACE: _____			
OBSERVATION:	REMARKS	YES	NO
Abnormal behaviour, e.g, aggression			

Appearance, e.g. untidy, unreceptive eyes			
Smell – e.g. Liquor			
Coherence, e.g. slurred speech			
Co-ordination, e.g. unsteady, or staggering			
He/She could have caused injury to self			
To someone else			
ANY OTHER OBSERVATIONS / REMARKS:			
NOTE: NOT EVERY ANSWER HAS TO REFLECT YES. IT IS THE OVERALL IMPRESSION, BASED ON A NUMBER OF THE ABOVE WHICH WILL BE RELEVANT.			
CONCLUSION ON THE ABOVE OBSERVATION	YES	NO	
CONSUMED ALCOHOL/SUBSTANCE			
VERIFIED BY WITNESS			
NAME: _____ SIGNATURE: _____			
NAME OF WITNESS: _____ SIGNATURE: _____			
RECEIVED BY DSO:			
NAME: _____ SIGNATURE: _____			
DATE: _____			

ANNEXURE E: INCIDENT REPORTING FORM

NAME OF CLUB: _____
NAME OF DSO: _____
NAME OF PERSON COMPLETING FORM: _____
TELEPHONE NUMBER OF PERSON COMPLETING FORM: _____
WITNESSES

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

Signature: _____ Name: _____

Date: _____

ANNEXURE F : TRIP/TOUR CHECK LIST

Destination : _____

Departure Date : _____

Tour DSO : _____

Reason for trip : _____

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

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

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

TRANSPORT			
ARRANGEMENTS	Yes	No	COMMENTS
Journey times and stopping points planned			
Supervision for Vulnerable athletes arranged			

Suitability and accessibility investigated			
Drivers License checked			
Insurance			
Vehicle Safety checked			

INSURANCE			
ARRANGEMENTS	YES	NO	COMMENTS
Liability			
Accident			
Medical			

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

SUPERVISION AND STAFFING			
ARRANGEMENTS	YES	NO	COMMENTS
Ratio of staff to athletes			
Ratio of Male / Female			
Ratio of child/adult			
Specialist carers			
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 behaviour			

Food and drink			
Currency			
Telephones			
Maps of area			

DOCUMENTATION			
ARRANGEMENTS	YES	NO	COMMENTS
Travel tickets			
Passports, VISA's			
Accommodation and travel booking documents			

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

Signature

Date

Print Name

ANNEXURE G: ACKNOWLEDGEMENT OF SAFEGUARDING REGULATIONS

I, _____, hereby acknowledge that I have familiarised myself with the policies and procedures defined in **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA** 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 **CYCLING SOUTH AFRICA**.

I hereby accept these conditions.

This document was signed by me on _____ at _____

Signature

Print Name