



KBA SAFEGUARDING POLICY

CONTENTS

<u>CHAPTER 1: INTRODUCTION</u>	3
<u>INTRODUCTION</u>	3
<u>POLICY REVIEW</u>	3
<u>CHAPTER 2: SAFEGUARDING POLICY</u>	4
<u>PREAMBLE</u>	4
<u>INTRODUCTION</u>	4
<u>PURPOSE</u>	5
<u>DEFINITIONS</u>	5
<u>TO WHOM AND WHEN DOES THIS POLICY APPLY?</u>	8
<u>WHAT IS HARASSMENT AND ABUSE?</u>	8
<u>KBA MEMBERS</u>	9
<u>THE DISTRICT SAFEGUARDING OFFICERS</u>	10
<u>APPLICABLE LAW / RELEVANT AUTHORITIES</u>	11
<u>CONFIDENTIALITY</u>	12
<u>REPORTING PROCEDURE</u>	12
<u>CASE MANAGEMENT</u>	13
<u>INVESTIGATIONS</u>	14
<u>DISCIPLINARY PROCEDURE</u>	15
<u>NON-RECENT INCIDENTS</u>	16
<u>CRIMINAL CONVICTIONS & FINDINGS OF FACT</u>	17
<u>RETENTION OF RECORDS</u>	17
<u>SAFE RECRUITMENT OF STAFF & VOLUNTEERS</u>	17

CHAPTER 1: INTRODUCTION

INTRODUCTION

1. KBA falls under the jurisdiction of Bowls SA and acknowledges that Bowls SA is recognised by The South African Sports Confederation, Olympic and Paralympic Committee (SASCOC), the Department of Sport, Arts and Culture (DSAC) and World Bowls Ltd as the organisation responsible for the sport of Bowls, in the Republic of South Africa, and as such is obliged to draft policies to regulate the sport of Bowls in the Republic of South Africa. KBA is therefor also obliged to draft policies to regulate the sport of Bowls in the Kingfisher District.
2. All members of the Executive Committee, District Standing Committees, Clubs and registered individuals shall have a responsibility to adhere to Bowls SA and KBA policies.
3. All policies contained in this document are implemented with immediate effect.
4. All required forms, as referenced in the various policies, will be available on the KBA Website.

POLICY REVIEW

5. All KBA policies will be reviewed annually.

CHAPTER 2: SAFEGUARDING POLICY

PREAMBLE

1. KBA recognises the risks of offensive, harmful or abusive behaviour posed towards vulnerable persons who participate in bowls. To mitigate such risks, this policy has been developed in order for KBA to respond accordingly, in line with the relevant legislations such as [The Children's Act 38 of 2005](#) as amended, [The Criminal Law \(sexual offences and related matters\) Amendment Act 32 of 2007](#) and [The Protection from Harassment Act 17 of 2011](#).
2. KBA recognises its responsibility for safety in sport as set out in the [National Sport and Recreation Act 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.
3. Reference to one gender in this Policy will include the other.
4. This policy replaces all previous KBA policies pertaining to safeguarding and/or sexual harassment.

INTRODUCTION

5. KBA is the recognised District Association for the sport of bowls in Kingfisher, and as such it is important that KBA creates an atmosphere in which everybody who participates in bowls can have a safe, rewarding and positive experience irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.
6. Abuse and/or harassment can occur in sport and can damage the reputation of Sports Organisations. KBA strongly contributes to the protection of everyone involved in sport and believes that all players, coaches, officials, staff and volunteers who wish to participate in bowls, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect. KBA is therefore committed to safeguarding and protecting all who participate in bowls from abuse and/or harassment and ensuring that all participants are treated with respect and dignity.
7. KBA recognises that the welfare, safety and well-being of all who participate in bowls, regardless of their role, is important. KBA recognises that whilst any participant can be subjected to abuse and/or harassment the following groups ("Vulnerable Persons") may be more vulnerable than others:
 - 7.1 Children.
 - 7.2 People with a Mental and/or a Physical Disability.

- 7.3 Women.
 - 7.4 Elderly Persons, and
 - 7.5 Other Vulnerable Adults.
- 8. This policy is to be read in conjunction with the Bowls SA Safeguarding Policy, SA Sport Confederation and Olympic and Paralympic Committee (SASCOC) [Safeguarding Policy Against Harassment and Abuse in all Sport](#) and the IOC Consensus Statements of [2007](#) and [2016](#).
 - 9. KBA acknowledges Bowls SA and SASASCOC for the use of their document as the basis for KBA to create their amended Safeguarding Policy.

PURPOSE

- 10 The purpose of the KBA Safeguarding Policy is to ensure that athletes and others taking part in the sport of bowls can do so without fear of harassment or abuse. The key objectives of the policy are to:
 - 10.1 Ensure everyone in sport of bowls understands that all forms of harassment, abuse and grooming are unacceptable and will not be tolerated.
 - 10.2 Enable anyone who has witnessed or experienced harassment, abuse or grooming within the sport of bowls to report the incident without fear of victimisation or retaliation.
 - 10.3 Ensure an appropriate and co-ordinated response to any incidents of harassment, abuse or grooming within or connected to participation in the sport of bowls, irrespective of whether they arise at local, national or international level.
 - 10.4 Implement effective measures that minimise the likelihood of incidents of harassment, abuse and grooming arising.
 - 10.5 Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in the sport of bowls

DEFINITIONS

- 11. The following definitions include those set out in the [IOC Consensus Statement 2016](#) and the SASCOC [Safeguarding Policy Against Harassment and Abuse in all Sport](#):
 - 11.1 Abuse refers to the definition of any kind of abuse set out in this Policy.
 - 11.2 Adult means persons 18 years and older, men and women including persons with impairments.
 - 11.3 Athletes mean all athletes (players) of all ages.
 - 11.4 Athletes with disabilities: 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.

- 11.5 KBA Members mean all bowling clubs under the jurisdiction of KBA
- 11.6 KBA Official means technical official, medical support, management (Executive, District Standing Committees and/or Committees member), volunteer, coach and any other member of the team's entourage at a KBA event.
- 11.7 Bullying or cyberbullying: unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone.
- 11.8 Child (Children) and adolescent: every human below the age of 18 years unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10-18 years of age.
- 11.9 Events Committee means an organising committee of a KBA Event.
- 11.10 Executive means the Executive Committee of KBA.
- 11.11 Grooming: Sexual grooming occurs when a person educates, introduces or prepares a child or a person living with mentally disability to perform or witness any sexual act or became sexually ready. Children are usually unaware that the person is grooming them for sexual acts because this person is often nice to the child. In most instances, after realising the motive of the person, the child is scared to report this because the incident could have been taking place over a long period of time. This is a crime and must be reported.
- 11.12 Harassment refers to the definition of any kind of Harassment set out in of this Policy.
- 11.13 Hazing: an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.
- 11.14 Homophobia: antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals.
- 11.15 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.
- 11.16 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.

- 11.17 Non-accidental harm: any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation.
- 11.18 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.
- 11.19 Policy: Means this KBA Safeguarding Policy.
- 11.20 Psychological abuse: a pattern of deliberate, prolonged, repeated non-contact 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.
- 11.21 Safe sport: an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes.
- 11.22 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.
- 11.23 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.
- 11.24 Sexual harassment: any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical
- 11.25 Volunteers means people working or assisting the KBA during team preparation and/or who contribute to District Standing Committees and Committees.
- 11.26 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.
- 11.27 Whistle-blower means a person who in good faith exposes secretive information or activity, covered by [The Protected Disclosure Act 26 of 2000](#) as

amended, that is deemed illegal, unethical, or not correct within a private or public organization.

TO WHOM AND WHEN DOES THIS POLICY APPLY?

12. Without any distinction of age, gender, race, religion, creed, ethnical origin, physical attributes, sexual orientation, athletic ability, socio economic status or other kind of unfair discrimination; the Policy applies to anyone who:
 - 12.1 Currently is or was at the time of a possible violation of this Policy, within the governance or disciplinary jurisdiction of KBA or who is seeking to be within the governance or disciplinary jurisdiction of KBA; is an athlete or any members of the athlete's entourage at any level or category of the competitions/events of KBA and service providers whether employed, contracted or,
 - 12.2 Is a KBA official.
 - 12.3 Is a volunteer or a person who is part of any KBA event.
 - 12.4 KBA identifies as being within its rules and jurisdiction.
13. This Policy applies at any time during the year including KBA representation at Major Competitions and events.
14. The KBA Safeguarding Policy applies specifically to any incidents of harassment, abuse and grooming that occur during or connected to participation in any KBA activities or connected to any activities where the KBA Official or athlete is representing KBA.
15. KBA will implement safeguards aimed at protecting all KBA Officials and athletes from harassment, abuse and grooming irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or athletic ability.
16. KBA recognises that in all matters concerning the care, protection and well-being of a child, the standard that the child's best interest is of paramount importance, must be applied. KBA will implement safeguards specifically aimed at protecting children participating in the sport of bowls.

WHAT IS HARASSMENT AND ABUSE?

17. The Protection from Harassment Act 17 2010, defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know:
 - 17.1 Causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably:
 - 17.1.1 Following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be.

- 17.1.2 Engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues.
 - 17.1.3 Sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person.
- 17.2 Amounts to sexual harassment of the complainant or a related person.
- 18. KBA has adopted the description of the various forms of harassment and abuse as set out in the IOC Consensus Statement 2016, namely that harassment and abuse can be expressed, but not limited to, six forms which may occur in combination or in isolation. These include:
 - 18.1 Psychological abuse.
 - 18.2 Physical abuse.
 - 18.3 Sexual harassment.
 - 18.4 Sexual abuse.
 - 18.5 Neglect.
 - 18.6 Bullying.
- 19. This Policy incorporates the definitions from the IOC Consensus Statement 2016, namely:
 - 19.1 Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive.
 - 19.2 Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.
 - 19.3 All KBA Officials and athletes are susceptible to being a target of the various forms of harassment and abuse.

KBA MEMBERS

- 20. KBA Members must play a part in ensuring that the sport of bowls is free from any kind of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect.
- 21. The KBA Members shall adopt their own safeguarding policy, including safe recruitment procedures (a copy of which must be submitted to the District

Safeguarding Officers), which is easily accessible to their members, and in accordance with:

- 21.1 The applicable laws.
 - 21.2 Bowls SA's and KBA's Safeguarding Policy.
 - 21.3 SASCOG's Safeguarding Policy.
 - 21.4 Any SASCOG and/or Bowls SA and KBA Safeguarding guidelines that may be provided from time to time.
- 22. The KBA shall communicate their Safeguarding Policy and measures to their members and act to prevent any form of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect in their Association.
 - 23. The KBA should provide training on safeguarding to their members who have regular contact with children and vulnerable adults and to their safeguarding officers.
 - 24. The KBA shall appoint a Safeguarding Officer(s) for their organisation and shall require their members to appoint Safeguarding Officers.
 - 25. The KBA Members shall immediately inform the District Safeguarding Officers of any concerns, investigations or disciplinary action in respect of any reported case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect happening in their organisation. The KBA Members may request assistance from the National Safeguarding Officers in the case management of Safeguarding complaints.

THE DISTRICT SAFEGUARDING OFFICERS

- 26. The Executive shall appoint the District Safeguarding Officers:
 - 26.1 The District Safeguarding Officers should be two suitably qualified persons, preferably one man and one woman.
 - 26.2 Each one of them will act individually or in collaboration, when it is required.
- 27. The District Safeguarding Officers have the following role and duties:
 - 27.1 To be the main point of contact for anyone reporting suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect at any time by or against KBA Officials or athletes.
 - 27.2 To be the main point of contact for the KBA Members about any request concerning the Safeguarding Policy or safeguarding matters.
 - 27.3 To manage the reporting and investigation procedure set out in this Policy.
 - 27.4 To inform the KBA Executive in case of a disciplinary procedure is required.
 - 27.5 To provide, if requested, support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence,

grooming and neglect and/or to anyone who has been the subject of Harassment and Abuse.

- 27.6 To implement and uphold KBA's Safeguarding Policy.
 - 27.7 To agree safeguarding plans with the Events committee for KBA events.
 - 27.8 To respect the confidentiality, as set out on this Policy.
 - 27.9 If the District Safeguarding Officers are aware of any criminal offence without the relevant authorities (i.e. SA Police Services) being contacted in accordance with the applicable law, it is their responsibility to contact them immediately.
28. The District Safeguarding Officers are to complete the Designated Safeguarding Officers course that is presented by The Guardian.

APPLICABLE LAW / RELEVANT AUTHORITIES

29. The KBA Safeguarding Policy's applicable law are in line with the Bowls SA's Governance & Policy documents plus applicable local legislation.
30. The District Safeguarding Officers **will not** investigate or attempt to resolve concerns when a criminal offence is suspected. The District Safeguarding Officers must refer such cases to the relevant authorities (i.e. SA Police Service) in accordance with the relevant act. The District Safeguarding Officers may request assistance in this regard from National Safeguarding Standing Committee.
- 30.1 Any incidents of harassment abuse or grooming that are perpetrated against a child **must** be report to the relevant Child Protection Authorities (SA Police Service, Department of Social Development, Registered Child Protection Agency) in accordance with relevant acts.
 - 30.2 The KBA Disciplinary Committee can only engage in a disciplinary procedure after any sanction taken by the relevant authorities in accordance with the applicable law, in such cases. KBA does, however, reserve the right to place any person charged with such a criminal offence on provisional/precautionary suspension from all activities relating to the sport of bowls until the criminal case is concluded.
31. In the event the non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect cannot be considered as a criminal offence by the relevant authorities in accordance with the applicable law, the District Safeguarding Officers will be allowed to investigate and engage in a disciplinary procedure, as set out in this policy. The District Safeguarding Officers may request assistance in this regard from the National Safeguarding Standing Committee.
32. The District Safeguarding Officers must report any case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect that they have been aware of, as well as any sanctions given to any of their participants to the National Safeguarding Standing Committee.

CONFIDENTIALITY

33. The District Safeguarding Officers undertake to respect the confidentiality of all the information received at any phase of the procedure.
34. All the information provided by the whistle blower shall be kept by the District Safeguarding Officers and are considered as confidential at any time.
35. In the event the incident could be a criminal offence, the District Safeguarding Officers must share the collected information with the relevant national authorities in accordance with the applicable law.
36. The District Safeguarding Officers may share, on a “need to know basis” only and may use the confidential information in cases where the disclosure is necessary to protect someone from the non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect that is being suffered.
37. During any proceedings (external or internal) following a reported safeguarding concern, the welfare of all involved remains paramount and KBA will endeavour to provide appropriate support to athletes, parents, coaches and volunteers who are affected by a harassment or abuse situation including, where appropriate, the alleged perpetrator. Any attempt to defame, harass, abuse, intimidate, bribe, or threaten victims, their family members, whistle blowers or an alleged perpetrator will be reported to the relevant authorities (i.e. SA Police Services) and may result in separate internal disciplinary action.

REPORTING PROCEDURE

38. KBA strongly encourages the reporting of all incidents of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, regardless of who the offender may be to foster well-being in KBA.
39. Whistle Blowing
 - 39.1 KBA strongly supports whistle blowers by providing a confidential reporting system and believes it is important for anyone who has concerns to speak out early to prevent and stop any damages inflicted on anyone.
 - 39.2 The whistle blower can be anybody who is aware or has concerns about any form of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect as defined in this Policy.
 - 39.3 In case it seems the victim of a non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect needs urgent medical or police attention, the whistle blower must immediately contact the appropriate services. If no immediate medical or police assistance is required, the incident shall be reported by following the reporting procedure, as set in this Policy.
 - 39.4 The report must be presented to the District Safeguarding Officers, as set out in this Policy and must respect the process established in of this Policy.

- 39.5 The whistle blower has a right to conserve his/her anonymity and all the information s/he gives to the District Safeguarding Officers is strictly confidential.
40. How to Report. Anyone can report any incident or concerns to the District Safeguarding Officers:
- 40.1 KBA strongly recommends the whistle blower/complainant completes the [online report form](#) (available on the KBA Website) or the Safeguarding Report form and email the completed form to the District Safeguarding Officers.
- 40.2 In case of non-use of the report form, it is important that the whistle blower/complainant provides the following information (this information is the minimum requirement to engage in the investigation procedure or in case of a criminal offence, to alert the relevant authorities if they have not already been aware of the incident):
- 40.2.1 Name, age, nationality and email address of the victim.
- 40.2.2 The nature of the violation.
- 40.2.3 A summary of the incident with as much details as possible.
- 40.2.4 Download and use the [anonymous reporting app](#) provided by The Guardian.

CASE MANAGEMENT

41. When a safeguarding complaint or concern arises the two appointed District Safeguarding Officers with a person with a legal background, appointed by the Executive, will form a panel to consider the case. The panel will be chaired by someone with a legal background. All safeguarding matters must be regarded as highly confidential and is not for disclosure outside of the panel unless so agreed.
42. The KBA Safeguarding Officers have an overriding obligation to protect children or adults with mental disability at risk of harm and may therefore share information as appropriate with third parties. Should anyone of them discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case, they must recuse themselves from the panel.
43. Case Management Principles
- 43.1 Any issue arises in relation to the protection, safeguarding or welfare of children or vulnerable adults shall be the paramount consideration.
- 43.2 Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to children and or vulnerable adults.
- 43.3 Unless the determination finds no, or an insignificant, risk, effective steps must be taken to manage or reduce the risk.

- 43.4 Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process.
- 43.5 Any investigation must be sensitive to the welfare of the children and vulnerable adults during its processes and, always, hold central the need to keep the interests of children and vulnerable adults as paramount.
- 43.6 Where issues other than risk to children and vulnerable adults are under consideration in any investigation such issues must remain subordinate to the requirement to determine the risk posed to children and vulnerable adults.
- 43.7 The assessment of risk involves consideration of the actual or potential harm that an individual may pose to children or vulnerable adults in the sport of bowls.
- 43.8 The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e. certainty or “the balance of probabilities”). The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such risk.
- 43.9 Save in exceptional cases, the assessment will not require the production of a formal risk assessment report.
- 43.10 The steps taken to address any perceived risk to children or vulnerable adults must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of the sport and, in the light of this, must seek to ensure that such steps will be effective.
- 43.11 In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the sport.

INVESTIGATIONS

44. Classification of Infringements

44.1 Major Infringements

44.1.1 All infringements involving Children.

44.1.2 Sexual Harassment.

44.1.3 Sexual Abuse.

44.1.4 Physical Abuse.

44.2 Minor Infringements

44.2.1 Bullying.

44.2.2 Any other form of Abuse.

44.2.3 Discrimination.

44.2.4 Neglect.

45. Investigation Officer(s)

45.1 KBA may make use of the following persons or organisations to investigate cases:

45.1.1 Minor infringements: Any member of the District that is a qualified Safeguarding officer and that were not part of the relevant case's "case management" panel.

45.1.2 : The National Safeguarding Officer.

45.2 Role of the Investigation Officer(s). To conduct an investigation gathering and assessing available evidence and information following a decision made by the "case management" panel that an investigation is required as part of its safeguarding case management process.

45.3 Where the investigation has determined that the rules and in particular this Policy have been breached, the District Safeguarding Officers shall inform the National Ethics Committee to engage in the disciplinary, as set out in this Policy.

DISCIPLINARY PROCEDURE

46. In the event of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, as defined in this Policy, the KBA Executive will call for the establishment of a Disciplinary Committee, including the possible involvement of the National Safeguarding Officer and if necessary The Guardian, which will be the only relevant body to sanction or punish any kind of infraction of the KBA Safeguarding Policy.

47. In case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect which is a criminal offence in accordance with the applicable law, the disciplinary procedure will start after any sanction taken by the relevant authorities.

48. The Disciplinary Committee is only allowed to take sporting sanctions after any other sanctions taken by the relevant authorities.

49. Any sporting sanctions can only be taken during the disciplinary procedure if they respect the principle of impartiality, right of defence and equality.

50. Sporting sanctions and measures shall be proportional to the infringement of the KBA Safeguarding Policy. The following factors shall be taken into consideration:

50.1 The nature of the violation.

50.2 The severity of the violation.

- 50.3 The number of the violation (is it a first offence or one of several).
- 50.4 The abused or harassed person (young, impaired [physical, mental, intellectual or sensory] or adult participant).
- 50.5 The relationship between the abused or harassed person and the abuser or harasser.
- 50.6 Any other relevant circumstances.
- 51. The Disciplinary Committee can take the following sanctions and measures singly or in combination, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances, the following:
 - 51.1 Written or verbal apology.
 - 51.2 Formal warning.
 - 51.3 Risk assessment.
 - 51.4 Training and/or supervision.
 - 51.5 Financial sanction.
 - 51.6 Competition ban.
 - 51.7 Temporary suspension.
 - 51.8 Termination of membership.
 - 51.9 Life-long suspension.
 - 51.10 Any other sanction that the Disciplinary Committee considers appropriate in the circumstances will be referred to the Executive for final approval.
- 52. Any sanctions applied by the Disciplinary Committee will be published on Bowls SA's and the KBA website as long as the sanction is applicable.
- 53. Anyone who has been found guilty of any incident of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, as defined in this Policy, will have the right to appeal against the decision. Appeals must be made in writing to the District Safeguarding Officers within twenty-one (21) days of receipt of notice of the decision of the Disciplinary Committee.

NON-RECENT INCIDENTS

- 54. Serious allegations of sexual abuse may be made some time after the event. Where a non-recent allegation is made, the District Safeguarding Officers should:
 - 54.1 Clarify whether there is a current risk to participants; and
 - 54.2 Advise the individual of their right to make a formal complaint to the police.

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

CRIMINAL CONVICTIONS & FINDINGS OF FACT

56. KBA shall establish that an incident of harassment and abuse has occurred where:
- 56.1 A KBA participant is convicted of a criminal offence, pertaining to any of the relevant laws; or
 - 56.2 The IOC / IPC / CWG / SASCOC, or another recognized regulatory body has determined that an allegation(s) of harassment or abuse against a KBA participant is/are proven.
 - 56.3 The Disciplinary Committee having considered any representations made by the participant and any other affected parties may determine that it is appropriate to impose a sanction relating to KBA activities.

RETENTION OF RECORDS

57. The District Safeguarding Officers shall ensure that any information relating to complaints of harassment or abuse will be stored securely and be compliant with the requirements of the Protection of Personal Information Act.
- 57.1 Any information about poor practice or complaints about harassment and abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.
 - 57.2 Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
 - 57.3 Any records relating to disciplinary action taken by KBA should be retained for a period of 10 years.

SAFE RECRUITMENT OF STAFF & VOLUNTEERS

58. The KBA minimum standards for the vetting of applicants for roles in the sport to be undertaken during the recruitment process for new applicants and retrospectively for required existing KBA Officials, employees and volunteers in order to prevent unsuitable individuals from working with Vulnerable Persons are:
- 58.1 To undergo the process of obtaining (The Guardian shall be used to assist in this process):
 - 59.1.1 A Police Clearance Certificate.
 - 59.1.2 A Child Protection Register Clearance Certificate.
 - 59.1.3 A National Register for Sexual Offender Clearance Certificate.

58.2 Complete and Sign:

59.2.1 The Declaration of Good Standing.

59.2.2 A Code of Ethics.

58.3 To complete the Safeguarding Awareness Certificate (course) that is presented by The Guardian.

59. KBA must implement the minimum standards to check the suitability of required KBA Officials and volunteers to work with Vulnerable Persons. Any concerns raised as to the suitability of an individual to work with Vulnerable Persons during the vetting process must be investigated before a decision is made to appoint a new official or volunteer.
60. If a concern has arisen during the vetting of the required existing KBA Officials, or volunteers regarding their suitability to work with Vulnerable Persons, KBA may suspend the official and/or volunteer from all or some of their duties whilst an investigation is conducted.
61. The following are deemed to be KBA Officials and volunteers that are required to minimum standards for the vetting of officials and volunteers (KBA has the right to amend the following list as and when required):
- 61.1 All Executive Members.
- 61.2 All members of the District Standing Committees.
- 61.3 All District Team Managers (if appointed).
- 61.4 The District Safeguarding Officers
62. Once-Off Volunteers and Service Providers. All once-off KBA volunteers, and Service Providers, who work with Vulnerable Persons will be required to complete a Declaration of Good Standing.
63. In line with best practice, KBA recommends that the minimum standards for the vetting of KBA officials and volunteers working with Vulnerable Persons is repeated every 2 years.

Bowls SA Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable Persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible

1	Your details (The person completing this form)	
Name		
Position		
Telephone No		
Email		

2	Details of person affected	
Name		
Position		
Telephone No		
Email		

3	Other present or possible witness	
Name		
Position		
Telephone No		
Email		

5	Details of the incident (please describe in detail using only the facts)

5	Additional relevant information

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Signature

Date

Bowls SA Officials and Once-off Volunteers Declaration of Good Standing

1	Details of Bowls SA Official or Volunteer	
Full Names		
ID No		
Telephone No		
Email		
Entity (National Standing Committee, etc)		
Appointment (Coach, Development Officer, etc)		

I hereby declare that I have not been involved in any activity contrary to The Children's Act 38 of 2005 and The Criminal Law (sexual offences and related matters) Amendment Act 32 of 2007, whether officially charged, or not, in a Court of Law (Civil or Criminal) or an internal (Sport Association or Workplace) disciplinary hearing.

Signed on (date) _____ in (town) _____

Signature: _____

Witness:

Signature: _____ Date: _____

Full Names: _____

Bowls SA Officials Code of Ethics

1	Details of Bowls SA Official	
	Full Names	
	ID No	
	Telephone No	
	Email	
	Entity (National Standing Committee, etc)	
	Appointment (Coach, Development Officer, etc)	

1. I hereby agree to uphold the following Code of Ethics which, has been accepted by Bowls SA and which, applies to all Bowls SA Officials.

2. Equality

- 2.1. No discrimination on the basis of gender, race, religion, political opinion or other such ground will be tolerated in the sport of bowls, including in the Executive, National Standing Committees, Committees and other elected or appointed groups/persons.
- 2.2. When selecting or appointing persons in a position of trust, both sexes and all races should be considered.

3. Dignity

- 3.1. The governance of Bowls SA shall have due regard to the physical and mental wellbeing of all participants in the sport of bowls. All forms of harassment, be they physical, mental, professional or sexual, are strictly prohibited.
- 3.2. Bowls SA has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

4. Fair Play

- 4.1. Fair play is the basic guiding principle in the sport of bowls.
- 4.2. Doping is strictly forbidden at all levels. The Bowls SA Anti-Doping Policy shall be scrupulously observed.
- 4.3. Betting on Lawn Bowls and other corrupt practices relating to the sport of bowls by Bowls SA Officials, including improperly influencing the outcome and results of an event or competition are prohibited.
- 4.4. Friendly and loyal cooperation and understanding between all parties in the sport of bowls shall be encouraged for the benefit of the sport as a whole.
- 4.5. All Bowls SA Officials shall use due care and diligence in fulfilling their roles for, or on behalf of, Bowls SA. Such persons must not act in a manner likely to tarnish the reputation of Bowls SA or the sport of bowls generally, nor act in a manner likely to bring the sport into disrepute.

5. Integrity

- 5.1. The standards of hospitality afforded to persons subject to this Code shall not exceed the standards prevailing in the host District/Province concerned. Any hospitality afforded which exceeds such standards shall be disclosed to the Bowls SA Executive.
- 5.2. Only gifts of nominal value may be given or accepted as a mark of respect or friendship.
- 5.3. Except as may otherwise be permitted, no Bowls SA Official shall directly or indirectly, solicit, accept or offer any concealed remuneration, commission, benefit or service of any nature connected with their participation in the sport of bowls or with their function as a Bowls SA Official.
- 5.4. No Bowls SA Official may be involved with any company, firm or person whose activity is inconsistent with the objectives or interests of Bowls SA.

6. Conflicts Of Interest

- 6.1. All Bowls SA Officials agree to act for the benefit of Bowls SA when making decisions that affect, or may affect, Bowls SA and to do so without reference to their own personal interests, either financial or otherwise. Should a conflict of interest, or the appearance of a conflict of interest, arise between Bowls SA and any Bowls SA Official, or if there is a danger of such conflict arising, the individual concerned must refrain from taking any further part in the handling of the matter.

- 6.2. If it is unclear whether such a conflict of interest exists in any given situation, the matter shall be submitted to the group handling the matter to be decided.

7. Resources

- 7.1. The resources of Bowls SA may only be used for sport of bowls purposes.
- 7.2. Bowls SA recognises the significant contribution that sponsors, partners and other supporters of sports events make to the development and prestige of the sport of bowls throughout South Africa. However, such support must be in a form consistent with the Bowls SA Constitution and its Rules and Regulations as well as the principles set out in this Code of Ethics. By virtue of their position, they must not be allowed to interfere with the running of the sport by Bowls SA.

8. Confidentiality

- 8.1. No Bowls SA Official shall improperly disclose any documents or information entrusted to them in confidence.

Signed on (date) _____ in (town) _____

Signature: _____