



## **SAFEGUARDING POLICY**

In accordance with the **Policy and Procedures** as set out by **Golf RSA for Safeguarding Participants in Amateur Golf in South Africa from Harassment, Abuse and Poor Practice** [Version June 2024]

This Policy refers to five appendixes that can be viewed, read and downloaded from the GolfRSA website ([www.golfrsa.co.za](http://www.golfrsa.co.za)):

- A: Safeguarding Code of Conduct
- B: Club Safeguarding Policy Acceptance
- C: Safeguarding Incident Recording Form
- D: Safeguarding Pathways & Key Role Descriptions
- E: Safeguarding Risk Assessment

and ten Supplements:

1. Introduction to Safeguarding
2. Reporting Protocols and Procedures
3. Safe Recruiting and Vetting
4. Safe Golf and Coaches
5. Safe Golf Clubs Guidance
6. Communication & Social Media
7. Travel Guidelines
8. Photography, Video & Use of Images
9. Types of Harassment, Abuse & Poor Practice

## 10. Recognising Harassment, Abuse & Poor Practice

**Each of the above form one indivisible policy but which may be distributed separately for ease and convenience.**

### 1. Purpose

The purpose of the WP Golf Safeguarding Policy, including the Appendixes and Supplements (jointly “**the Policy**”) is to ensure that golfers and others taking part and involved in golf can do so without fear of harassment or abuse. The key objectives of the policy are to:

- Ensure everyone in golf understands that all forms of harassment and abuse are unacceptable and will not be tolerated.
- Enable anyone who has witnessed or experienced harassment or abuse within golf to report the incident without fear of victimisation or retaliation.
- Ensure an appropriate and coordinated response to any incidents of harassment or abuse within or connected to participation in golf, 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.

### 2. Scope

2.1. This Policy is effective as of June 2024.

2.2. This Policy will be reviewed regularly to ensure it continues to meet our responsibilities as a Provincial sports federation and to reflect any relevant changes in the environment in which we operate and any significant incidents in the sport. WP Golf thanks GolfRSA for allowing it to use its proprietary documentation to assist in the creation of this Policy.

2.3. This Policy applies to all golfers, members of the athlete entourage including but not limited to coaches, trainers, chaperones, rules officials, agents, medical personnel and any individuals acting on behalf of WP Golf such as executive, officials, administrators, members, and service providers whether employed, contracted or voluntary (herein referred to as a “participants”).

2.4. WP Golf administers, operates and provides services to amateur golf within their mandated territory and as such has the following key responsibilities:

- working across the full spectrum of golf development;
- providing support services to Clubs and maintaining a uniform system of handicapping, administering and applying the Rules of Golf;
- providing championships and competitions for all ages and abilities;

- and identifying and developing the most talented amateur golfers, with the very top players joining WP Golf elite Squads for specialised training and playing opportunities.

2.5. WP Golf conducts the following activities in terms of its role as the custodian of amateur golf within their mandated territory:

**A: Development Programs:**

- provides coaching for new and developing golfers at various points across the mandated Territory via certified coaches, such as the PGA of SA or SAGDB.

**B: Tournaments and Championships:**

- administers WP Golf Championships, Tournaments or events. (including individual entry and team events):
- hosts individual/team nationally ranked or invitational events and in some instances make arrangements for same.

**C: WP Golf Squads:**

- provides coaching or training (including one on one sessions), and events at various points across the mandated Territory via certified coaches, such as the PGA of SA or SAGDB.

**D: National team events / Invitational team events:**

- Make selections
- In some instances, WP Golf provides training, travel, transport and/or accommodation for participants;
- Provides managers or chaperones to national individual or team events;

2.6. The following entities are excluded from this Policy:

- Organisations either associated with WP Golf or independent that should have their own Safeguarding Policies with regards to their own participants and members.
- Golf clubs, driving ranges, mashie courses not Affiliated to WP Golf and are independent businesses, even if WP Golf uses their facilities;
- Golfers who are not affiliated to WP Golf and do not have an official HNA golf handicap, but are playing golf:
- External events:

2.7. Whilst these entities are excluded from the Policy in principle as being separate business or not affiliated, this policy still provides guidance for the golfing community at large in relation to their behaviour and mechanisms for reporting harassment and abuse and anyone taking part in golfing activities

2.8. Where a participant is under a contract of employment with WP Golf and an incident of harassment or abuse occurs relating to their employed role, the employment procedures will apply. However, where a participant is sanctioned under employment procedures, this can be addressed under these procedures to the extent that it impacts on the participant's suitability

to continue to participate outside of their employment relationship.

2.9. WP Golf will implement safeguards aimed at protecting all participants in golf from harassment and abuse 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.

2.10. WP Golf recognizes 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. WP Golf will implement safeguards specifically aimed at protecting all children participating in golf.

2.11. Any incidents of harassment or abuse that are perpetrated against a child must be report to the relevant Child Protection Authorities (South African Police Service (SAPS), Department of Social Development, Registered Child Protection Agency) in accordance with the Children's Act 38 of 2005 as amended and the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 as amended.

2.12. WP Golf recognises that children and adults may participate in golf activities, who are, or may be, in need of services by reason of mental or other disability, age or illness, and who are, or may be, unable to take care of themselves, or unable to protect themselves against significant harm, abuse or exploitation. WP Golf will implement safeguards specifically aimed at safeguarding children and adults participating in the sport and recreational activities of golf in need of care and support.

2.13. Any incidents of harassment or abuse that are perpetrated against a child or adult with a mental disability must be reported to the relevant authorities.

2.14. This policy is applicable to all levels of the sport and provides a framework for those involved in golf to meet their duty of care towards all who participate in the sport regardless of whether they are a competitive or recreational golfer, staff, volunteers, spectators or service providers. The policy is mandatory for all WP Golf staff, members and volunteers. Any individual or organisation that is providing a service to WP Golf must also demonstrate that they comply with these standards. Anyone who manages or has overall responsibility for a golf club or organisation must support their Safeguarding Officer to fulfil their role and ensure their organisation is fully compliant with this policy.

### 3. Definitions

The following definitions are used in these policies and procedures:

3.1. **Harassment** is defined by the unwanted nature of the action, which could include attention or

the provision of items. It is for any given individual to determine what they consider to be acceptable and what they regard as offensive.

- 3.2. **Sexual harassment** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.
- 3.3. **Abuse** can be expressed in four forms which may occur in combination or in isolation.
  - psychological abuse,
  - physical abuse,
  - sexual abuse,
  - neglect.
- 3.4. **Psychological abuse** means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilising, or any other treatment, which may diminish the sense of identity, dignity, and self-worth.
- 3.5. **Physical abuse** means any deliberate and unwelcome act – such as for example punching, beating, kicking, biting and burning – that causes physical trauma or injury. Such acts can also consist of forced or inappropriate physical activity (e.g., age, or physique, inappropriate training loads; when injured or in pain), forced alcohol consumption, or forced doping practices.
- 3.6. **Sexual abuse** means any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.
- 3.7. **Neglect** means 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.
- 3.8. **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.
- 3.9. **Regulated activity** within the context of this policy is defined as regular contact with children, young adults, persons with a mental disability or other adults who may be vulnerable to harassment and abuse. Being an employee (staff or volunteer) of WP Golf or its affiliated members and clubs does not imply involvement in regulated activity in itself. It is only when the staff member or volunteer has close contact with children, young adults, adults with a mental disability, or other vulnerable adults that they fall within the scope of regulated activity.
- 3.10. **Regular contact** is defined as more than once per month.
- 3.11. **Children** are defined as young persons under 18 years of age and are protected under the *United Nations Convention on the Rights of the Child* which has been adopted by 197

nations.

- 3.12. **Young Adults** are young persons over 18 years of age transitioning from childhood to adulthood. With limited life experience they may not have developed resilience and may be more at risk of exploitation, harm or abuse.
- 3.13. **Person with a Mental Disability** can be a child under 18 years of age or an adult over 18 years of age who is, or may be, in need of services by reason of mental disability.
- 3.14. **Person with a Physical Disability** can be a child under 18 years of age or an adult over 18 years of age who is, or may be, or might not be, in need of services by reason of physical disability.
- 3.15. **Vulnerable Adult** is any person aged 18 or over who is, or maybe, in need of services by reason of disability, age or illness, and who is, or may be, unable to take care of him or herself, or is a person over 18 years of age who is unable to protect him or herself against significant harassment, abuse or exploitation related to their athletic ability, race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth. In the context of South Africa where there are high levels of gender-based violence, some women may be considered vulnerable. Other groups who may be vulnerable in a South African context include the LGBTQIAP+ community, marginalised gender identities, refugees and people living with HIV/AIDS.
- 3.16. **Club** means a golf club that is affiliated to WP Golf that in turn is regulated by GolfRSA.
- 3.17. All definitions in this Policy, any Appendices or the Supplements are to be defined terms applicable throughout all of those documents.

#### 4. National Body (GolfRSA) Roles and Responsibilities

GolfRSA, accepts its responsibility to implement safeguarding arrangements and procedures to protect all participants from harassment and abuse and will:

- Provide effective leadership to promote and implement our safeguarding policy and embed a no-tolerance approach to harassment and abuse;
- Identify a competent person(s) to assess and respond to safeguarding concerns;
- Develop and implement codes of conduct which establish behaviours and boundaries by which all participants, no matter how senior, are held to account;
- Ensure all participants understand and abide by the WP Golf Safeguarding policy, procedures and codes of conduct;
- Ensure all participants are provided with appropriate information and training to recognize, identify and respond to signs of harassment and abuse;
- Share information with relevant stakeholders, including the South African Police Service, Child

and Adult Protection Services;

- Respond to all incidents or concerns, and provide appropriate support to the individual(s) involved, including the person who reported the concern;
- Ensure that confidential, detailed and accurate records of all concerns are maintained and securely stored;
- Ensure robust safeguarding arrangements and procedures are in place, including background checks to prevent unsuitable individuals from being appointed to a position of authority;
- Ensure all members and their affiliated clubs have effective arrangements are in place to protect participants from harassment and abuse within the club environment; and
- Ensure all participants representing a member or affiliated club at a WP Golf event understand and comply with WP Golf policy, procedures and codes of conduct.

## 5. Union (WP Golf) Roles and Responsibilities

The responsibility to lead the implementation of this policy is shared with the national body (GolfRSA), and shall:

- adopt the GolfRSA Safeguarding Policy and Procedures
- ensure all affiliated clubs in their mandated Territory have adopted GolfRSA/WP Golf Safeguarding Policy and Procedures;
- ensure all affiliated clubs in their mandated Territory have a Safeguarding Officer and Safeguarding Policy in place;
- ensure that all events conducted in their mandated Territory have a Safeguarding Officer in place,
- that a risk assessment has taken place and that safeguarding measures have been implemented.

## 6. Affiliated Clubs Roles and Responsibilities

6.1. All golf clubs who provide services to children and adults have a common law duty of care to take such steps that, in the circumstances of a golf club, are reasonable to ensure the safety and welfare of both children and adults.

6.2. The safety and welfare of children and adults should be a priority for all golf clubs.

6.3. This Policy sets out the minimum standards that golf clubs should apply. GolfRSA or WP Golf will provide support and guidance to help golf clubs meet their responsibilities.

6.4. All golf clubs must ensure that the overall responsibility for safeguarding sits at the most senior level of their club; there is at least one suitably trained and competent Safeguarding



Officer designated within the club to take the lead role in dealing with safeguarding issues.

The responsibilities of the individual should include:

- promoting the safety and welfare of children and adults;
- promoting the importance of safeguarding;
- ensuring that children are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to safeguarding and poor practice concerns;
- liaising with WP Golf or GolfRSA and local Statutory Authorities;
- working with other organisations as required;
- acting as the designated person for criminal records checks;
- the Club Safeguarding Officer has completed GolfRSA/WP Golf approved Safeguarding Officers training;
- the Club Safeguarding Officer has undertaken a criminal record check.
- all staff and volunteers, who are working with children or adults receive appropriate safeguarding awareness training, updated every three years, and have access to advice on child protection, safeguarding and promoting the welfare of children through the Club Safeguarding Officer;
- all children and their parents, are aware of behaviour that is not acceptable and how they can help to keep themselves safe;
- they support Whistle Blowing and take steps to ensure members, their parents/carers, and others, feel able to raise concerns without fear of negative repercussions;
- confidentiality is maintained in relation to concerns and referrals and information is only shared on a genuine 'need to know' basis in line with GolfRSA confidentiality and information sharing guidance.
- that they comply with the GolfRSA/WP Golf guidance on Safe Recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility;
- they comply with all the applicable supplementary policy and guidance and accept responsibility for identifying and responding to any deficiencies or weaknesses in its arrangements for safeguarding and promoting welfare of children and adults;
- they work in partnership with GolfRSA/WP Golf to ensure poor practice is addressed and any required remedial action is taken.

## 7. Participants (Players) Roles and Responsibilities



- 7.1. All participants must comply with WP Golf safeguarding policy, procedures and codes of conduct and specifically not engage in, allow, condone, or ignore incidents of harassment and abuse and be supportive of other participants who report concerns.
- 7.2. Any participant who has reason to believe that another participant has or is experiencing harassment and abuse connected to their role in the sport has a duty to report it to WP Golf or GolfRSA.
- 7.3. Failure to comply with the policy and procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.

## 8. Monitoring and Review

This Policy will be reviewed regularly to ensure it continues to meet our responsibilities as a Union and to reflect any relevant changes in the environment in which we operate and any significant incidents in the sport.

## 9. Retention of records

- 9.1. 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.
- 9.2. 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.
- 9.3. Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
- 9.4. Any records relating to disciplinary action taken by GolfRSA or WP Golf should be retained in accordance with the retention periods set out in the *relevant Code of Conduct & Ethics Code and Disciplinary Code*.

## 10. Safeguarding Officers

- 10.1. Although everyone in golf has a duty of care to safeguard participants, an important strategy in safeguarding in sport is the designation of an individual who is responsible for safeguarding and promoting the welfare of participants in the sport. The national body (GolfRSA), the Unions (including WP Golf) and affiliated clubs are required to appoint a competent person as their Safeguarding Officer.
- 10.2. National Body: GolfRSA will appoint two competent person(s) as National Safeguarding Officer(s) (one of each gender) who will lead on all safeguarding matters

nationally and will be available to advise and support Safeguarding Officers appointed at WP Golf and

- 10.3. Unions: WP Golf will appoint a competent person(s) as safeguarding officer(s).
- 10.4. Affiliated Clubs: All WP Golf affiliated clubs must appoint a competent person(s) as their safeguarding officer (refer to Appendix D for more detail).
- 10.5. Club Safeguarding Officers need to be appropriately trained and have an understanding of the different forms of harassment and abuse and their definitions. They act as a first point of contact for any person in golf at a club level who has a concern about the welfare and protection of a child, person with a mental and/or physical disability, young adult or other vulnerable adult. They will assist the union and club in developing and promoting a safe and friendly environment and are responsible for disseminating safeguarding information to their clubs as needed.
- 10.6. All events registered through GolfRSA must appoint a competent person(s) as the safeguarding officer(s) for the event.
- 10.7. Safeguarding Officers are responsible for: Responding to harassment, abuse and poor practice concerns; providing support and advice on the implementation of procedures that safeguard and promote the welfare of participants.
- 10.8. In order to avoid any potential conflicts of interest in respect of a club safeguarding officer, the role must not be taken on by a key member of the club coaching team, club owner or office bearer or member of these individual's immediate family.
- 10.9. In order to avoid any potential conflicts of interest with regard to an event safeguarding officer, the role must not be taken on by a key member of the event organising team or a member of his/her immediate family.
- 10.10. All Safeguarding Officers are required to undertake GolfRSA training on safeguarding participants in golf prior to their appointment and to attend regular updates.

## Safeguarding Code of Conduct

Everyone acting on behalf of GolfRSA, WP Golf, Affiliated clubs or any members is obliged to abide by the safeguarding code of conduct below. It is therefore reasonably assumed that:

- you have read the Safeguarding Policy
- you agree to fulfil your duty of care to safeguard children and vulnerable adults to the best of your ability, and
- you agree to abide by the principles and behaviours as outlined in the Safeguarding Statement

below.

Disciplinary action will be taken if the Safeguarding Statement is breached.

### **What is Your Duty of Care?**

Anyone working with children or vulnerable adults has a legal and moral duty of care to do all they can to protect them from harm. Specifically, this means:

- A duty to behave in a way that does not place children or vulnerable adults at risk of harm
- A duty to report all safeguarding concerns about specific children or vulnerable adults to the GolfRSA/WP Golf and ensure these concerns are addressed.

### **Safeguarding Statement**

- As a representative of the WP Golf, you confirm that you will abide by all the WP Golf safeguarding expectations. You agree you will always:
- Work in a way that respects children's rights and the rights of vulnerable adults, and places their best interests above all other considerations.
- Conduct myself with the highest professional standards inline with GolfRSA/WP Golf mission, values and behaviours.
- Act on safeguarding concerns swiftly and pass information to the appropriate safeguarding person so that action can be taken to reduce the risk of harm to children or vulnerable adults.
- Treat everyone with equal respect, without discrimination, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability.
- Work in a way that makes provision for children or vulnerable adults who require additional support due to their own needs or circumstances in order for them to access the same level of protection or opportunities that others may have.
- Respect cultural and religious differences when engaging with children and vulnerable adults and their families, and be sensitive to these in your interactions with them.
- Maintain appropriate professional and personal boundaries at all times whenever you have direct or indirect contact with children or vulnerable adults. This includes online and digital contact.
- Ensure that all data you obtain through your role is handled with the highest regard for safety and privacy, including collection, storage and sharing of information where appropriate. All personal data and sensitive children's and vulnerable adult's data will be stored in line with the protection of

personal information legislation.

- Ensure you have completed all safe recruitment checks that the GolfRSA requires of you with integrity and honesty.

### **Never:**

- Share personal details with children or vulnerable adults including online or digital information.
- Spend time alone with children or vulnerable adults, where your actions cannot be accounted for.
- Initiate physical contact with a child or a vulnerable adult (including hugging, picking them up) except when providing manual support after receiving explicit consent from the golfer.
- Engage in any physical abuse of a child or adult at risk (including hitting, slapping, shaking, throwing, pushing or otherwise causing physical harm).
- Engage in any sexual activity (contact or non-contact) with a child or vulnerable adult (including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching including penetrative or non-penetrative acts, or use of adult sex workers).
- Engage in any form of financial or material exploitation (including stealing, fraud, misuse or misappropriation of property, possessions or benefits) behaviour through or during your work with GolfRSA.
- Perform tasks of a personal nature for a child or vulnerable adult.
- Endorse the participation of a child or vulnerable adult in abusive activities (e.g., bullying, hazing, neglect, withholding medication, food or shelter, or ignoring medical, physical or emotional needs).
- Emotionally or psychologically abuse a child or vulnerable adult by acting in a way that shames or degrades them (including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating or intimidating).

### **Safeguarding Incident Recording Form**

If an incident or concern is immediate and there is a risk of significant harm to a child or an adult that they are in need of protection, then call your local SAPS and/or Social Services. Once the matter has been referred then complete the **Safeguarding Incident Recording Form** and submit to GolfRSA/WP Golf.

The **Safeguarding Incident Recording Form** can be found and downloaded from the GolfRSA website and should be used by club, event officials or Union to record the details of any concerns raised.

This may be submitted to WP Golf Safeguarding Officer, who will acknowledge receipt and forward to the National Safeguarding Officer(s) at GolfRSA ([safeguarding@golfrsa.co.za](mailto:safeguarding@golfrsa.co.za))

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

**All outcomes of reports or concerns raised by an affiliated club or WP Golf will be sent to [safeguarding@golfrsa.co.za](mailto:safeguarding@golfrsa.co.za) for record keeping.**

## **SAFEGUARDING OFFICERS AND ROLE PLAYERS**

### **Club Safeguarding Officer**

The role:

The person within a golf club with primary responsibility for managing and reporting concerns about children and vulnerable adults and for putting into place procedures to safeguard children and vulnerable adults in the club.

Duties and responsibilities:

- Work with others in the golf club to ensure a safe and friendly environment for all participants;
- Assist the golf club to fulfil its responsibilities to safeguard children and vulnerable adults at club level;
- Assist the golf club to implement its safeguarding plan at club level
- Act as the first point of contact for staff, volunteers, parents, golfers, children and young people to raise concerns about a participant's welfare or where poor practice, or harassment, or abuse are identified;
- Act as the first point of contact with the GolfRSA Lead Safeguarding Officer(s);
- Implement the golf club's reporting and recording procedures;
- Maintain contact details for local social workers and SAPS;
- Promote the club's best-practice guidance and/or code of conduct within the club;
- Sit on the club's management committee;

- Ensure those persons within the club with regular contact with children or vulnerable adults are up to date in their vetting and have completed GolfRSA safeguarding training;
- Ensure appropriate confidentiality is maintained;
- Promote anti-discriminatory practice.

#### Skills and abilities required:

- An empathy for and person-centered approach to working with children and vulnerable adults;
- Basic administration and computer skills;
- Basic advice and support-provision skills;
- Communication skills, including use of social media;
- Ability to maintain records;
- Ability to provide information about local resources;
- Ability to promote the golf club and GolfRSA policies, procedures and resources.

#### Knowledge Required:

- Golf club's role and responsibilities to safeguard the welfare of children and vulnerable adults;
- Boundaries of the role of club safeguarding officer;
- Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
- Local arrangements for managing safeguarding children and vulnerable adults and reporting procedures;
- Poor practice, harassment and abuse – behaviour that is harmful to children and vulnerable adults.
- Club and GolfRSA policies and procedures relating to safeguarding children and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equality issues and protecting children and vulnerable adults from harassment and abuse;
- Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
- How adults groom children or vulnerable adults to harass, abuse or exploit.

## Union Safeguarding Officer

The role:

The person within a Union of the GolfRSA with primary responsibility for managing and reporting concerns about children and vulnerable adults and for ensuring clubs and events held in their province put into place procedures to safeguard children and vulnerable adults.

Duties and responsibilities:

- Work with others in the province to ensure a safe and friendly environment for all participants;
- Assist golf club and events to fulfil their responsibility to safeguard children and vulnerable adults
- Ensure all clubs and events in their province have in place a safeguarding policy and a safeguarding officer;
- Act as the first point of contact for clubs or events staff, requiring advise on safeguarding policies and procedures;
- Assist the GolfRSA National Safeguarding Officer(s) to promote safeguarding in the province;
- Promote the golf club's best-practice guidance and/or code of conduct within the club;
- Sit on the provincial management committee;
- Where they receive a complaint or concern regarding safeguarding report this to the GolfRSA National Safeguarding Officer;
- Monitor the implementation of the GolfRSA safeguarding policies and procedures at provincial level;
- Ensure appropriate confidentiality is maintained;
- Promote anti-discriminatory practice.

Skills and abilities:

- An empathy for and person centred approach to working with children and vulnerable adults;
- Basic administration and computer skills;
- Basic advice and support-provision skills;
- Communication skills, including use of social media;
- Ability to maintain records;
- Ability to provide information about local, district, provincial and national resources;
- Ability to promote the GolfRSA policies, procedures and resources.



## Knowledge Required:

- Union role and responsibilities to safeguard the welfare of children and vulnerable adults;
- Boundaries of the role of Union safeguarding officer;
- Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
- Provincial arrangements for managing safeguarding children and vulnerable adults and reporting procedures;
- Poor practice, harassment and abuse – behaviour that is harmful to children and vulnerable adults.
- GolfRSA policies and procedures relating to safeguarding children and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equality issues and protecting children and vulnerable adults from harassment and abuse;
- Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
- How adults groom children or vulnerable adults to harass, abuse or exploit.

## Club Safeguarding Policy Acceptance Club Safeguarding Policy

\_\_\_\_\_ Golf Club acknowledges the duty of care to safeguard and promote the welfare of children and adults participating in golf and is committed to ensuring that its safeguarding practice reflects statutory responsibilities and complies with best practice and the requirements of GolfRSA/WP Golf.

This Club subscribes to the GolfRSA/WP Golf Safeguarding Policy (“**the Safeguarding Policy**”) and endorses and adopts the Policy contained in that document.

### **What is Safeguarding?**

Safeguarding can be defined as protecting vulnerable individuals from abuse, neglect or any form of intentional harm. Harm can come from adults, other children, or people working closely with these vulnerable individuals i.e., coaches. Our primary focus is on children and vulnerable adults but can extend to more able persons in extreme cases.

### **Why is it Relevant?**

SASCOC adopted a Safeguarding Policy in November 2019 and as a member of SASCOC, GolfRSA is obliged to implement its own safeguarding policy and management framework for the safeguarding obligations of GolfRSA in terms of the SASCOC Policy. The Safeguarding Policy has been submitted to SASCOC and was provisionally effective as of 1 September 2022 and applies to all GolfRSA activities within South Africa, as well as traveling golf teams outside of South Africa under the auspices of GolfRSA. As such, it applies equally to GolfRSA, the SAGDB, SADGA, all Unions and all affiliated golf clubs within South Africa.

One of the most important elements is that individual golfers who have legitimate safeguarding complaints can report to GolfRSA in a safe and confidential way and where that reported activity is objectively harmful in terms of GolfRSA's policy and global best practice, that GolfRSA can act on that in a speedy and effective way.

As such, the Club shall:

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

The Safeguarding Policy applies to everyone attending the Club whether in a paid or voluntary capacity. This includes club members, their parents/guardians or carers, club coaches, officials, helpers, medical personnel and service providers.

The Safeguarding Policy will be widely promoted and is mandatory for everyone involved in the business of golf at the Club.

**The Club shall appoint a competent person to be the club's safeguarding officer.**

The club-safeguarding officer shall be responsible for:

- promoting the safety and welfare of children and adults at the club;
- promoting the importance of safeguarding in the club;
- ensuring that children are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to safeguarding and poor practice concerns;
- liaising with GolfRSA/WP Golf and local Statutory Authorities;
- working with other organisations as required;
- acting as the designated person for the safe recruitment practice.

This policy was adopted by: \_\_\_\_\_ Club

On the \_\_\_\_\_ [date]

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_