

# SAGF



# GUARD SAFE RD

**Protecting Our Members**

SAGF



THE  
**GUARDIAN**

ANONYMOUS INCIDENT REPORTING & INVESTIGATION

## Safeguarding in Gymnastics

# Safeguarding in Gymnastics

- Protect the health, well-being and **human rights** of individuals,
- Allow people to **live free from harassment, abuse and exploitation.**
- Especially **children and vulnerable adults**
- **Everyone in Gymnastics has a moral and legal obligation to ensure the safety or well-being of others in the sport.**
- We have a responsibility to ensure that we **“do no harm.”**



**NEVER AGAIN!**

# 1. Safeguarding Policy

- SAGF have a signed Safeguarding Policy
- Clubs / Districts / Provinces to sign the one pager agreement to abide by SAGF policy OR they may write their own and adopt it
- Email a copy of the signed agreement to [assist@sagf.co.za](mailto:assist@sagf.co.za)



WEBSITE ADDRESS:

<https://www.sagf.co.za/aerobics/1-sagf-safeguarding-policy-and-information/>

SAGF Provincial, District & Club Safeguarding Policy



**[Insert name of organisation]** acknowledges the duty of care to safeguard and promote the welfare of children and adults participating in gymnastics and is committed to ensuring safeguarding practice reflects statutory responsibilities and complies with best practice and the requirements of the South African Gymnastics Federation (SAGF).

**[Insert name of organisation]** subscribes to the SAGF Safeguarding Policy and Procedures and endorses and adopts the Policy Statement contained in that document.

**[Insert name of organisation]** 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.

**[Insert name of organisation]** acknowledges that some children and adults can be particularly vulnerable to harassment, abuse or poor practice and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

This policy applies to everyone attending **[Insert name of organisation]** 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 SAGF Safeguarding policy and procedures will be widely promoted and are mandatory for everyone involved in **[Insert name of organisation]**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**[Insert name of organisation]** 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 SAGF and local Statutory Authorities;
- working with other organisations as required;
- acting as the designated person for Safe Recruitment practice.

## Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

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

This policy was adopted by **[Insert name of organisation]**

On the \_\_\_\_\_

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

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



## 2. Safeguarding Officer

- Clubs / Districts / Provinces to appoint a Safeguarding Officer and let the SAGF know who that person is
- Email the name and contact telephone and email address of the Safeguarding Officer to [assist@sagf.co.za](mailto:assist@sagf.co.za)



### 3. Register Clearances & Criminal Checks

- **By law** ALL EMPLOYERS (this includes all sporting clubs regardless of whether they are run by volunteers or paid employees) **MUST** clear all staff (and volunteers) against the **SEXUAL OFFENDERS REGISTER & CHILD PROTECTION REGISTER**
- *Failure to do so may result in the Employer being sentenced to a fine and/or a prison sentence of up to 7 years*



### 3. Vetting Process Option A:

- Full Police Clearance certificate (SAPS fee +- R140 : takes +- 6 month)
- Affidavit signed by applicant (template provided on SAGF website)
- Employer keeps the records on file
- *Potential risk that the actual registers have not been checked (read more on Frequently Asked Questions on website)*

SAGF



### 3. Vetting Process Option B:

The Guardian can conduct **Sexual Offences (SOR) & Child Protection Register Clearances (CPR)** in various venues across the country and at SAGF Major events on behalf of individuals/ clubs.

- Coaches / Clubs must sign up on a circulated list and individual will have fingerprints taken at the events.
- Payment is required upfront. Cost:
- SOR + CPR = R200
- Criminal Check + SOR + CPR = R250 (discounted from R455)

*All the above excluding VAT and call out fee*



## 3. Vetting Process Option B cont.:

The Guardian can conduct **Sexual Offences (SOR)& Child Protection Register (CPR) Clearances** remotely too (*read Frequently Asked Questions for more detail*).

- Coaches / Clubs who already are in possession of a SAPS Police Clearance Certificate can send this clearance to The Guardian. The cost for this SOR + CPR = R140
  - Manual submission = R400 excl. postage
- All the above excluding VAT and call out fee*

**SAGF**



## 4. Training / Education

- It is compulsory for all volunteers and coaches to do the SAGF Safeguarding workshop
- It is compulsory for all Safeguarding officers to additionally do the SAGF Safeguarding Officers workshop
- It is highly advised that SAGF Safeguarding officers do The Guardian webinar as well as any coaches who wish to have more detailed information in dealing with receiving and handling reports



## 5. Reporting



- **SAGF Reporting Form:** anyone wishing to report a Safeguarding incident may fill this in & submit **via email.** (template on website)
- Email: [safeguarding@sagf.co.za](mailto:safeguarding@sagf.co.za)
- SAGF Independent Case Management Group will deal with the management of the reported incident.
- **An Anonymous Reporting App** which allows members to report anonymously on challenges they may be facing
- It is also a push communication platform
- 24/7 telephonic support from The Guardian for any matters reported
- 24/7 technical support for the system
- Termly stats feedback



## 6. Club Child Protection Assessment

- This is an optional self-audit to establish compliance & best practices
- Club will receive a “**Best Practices Certification**” once all short comings found through the audit are rectified
- Cost R150/club (Cat A & B)
- Cost R40/club (Cat C & D)



**SAGF**



# Summary Steps for Clubs

Read the SAGF Safeguarding Policy and become aware of this important subject

1. Sign Safeguarding Policy (send copy to [assist@sagf.co.za](mailto:assist@sagf.co.za))
2. Appoint Safeguarding Officer (send a copy of details to [assist@sagf.co.za](mailto:assist@sagf.co.za))
3. Have Employees checked against the Sexual Offences & Child Protection Registers
4. SAGF Safeguarding Training for all volunteers / staff; additional SAGF Safeguarding Officers training required
5. Implement a reporting mechanism
6. Conduct a Child Protection Assessment

**SAGF**



# SAGE

## Principle of No Harm

- Report concerns to Safeguarding Officer, SAPS or Social Services
- Duty in law to report abuse against children and persons with a mental disability.
- Duty to declare if you have been barred from working with children or vulnerable adults.



**DO NO HARM**

# SAGF



# Safeguarding in Gymnastics

**A Partnership between SAGF & The Guardian Group**

To protect members against bullying, harassment, violence & abuse  
& ensure legal compliance of all clubs in SAGF