



NORTHERN TIGERS SWIMMING
(AFFILIATED TO SWIMMING SOUTH AFRICA)

SAFEGUARDING POLICY

AGAINST HARASSMENT AND ABUSE IN THE SPORT OF AQUATICS

This Policy was adopted by the Executive Committee of Northern Tigers Swimming at a General Meeting on 03 February 2025

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1. Introduction

- 1.1 Northern Tigers Swimming is committed to promoting a safe environment, in which everybody who participates in Aquatic sport can have a safe, rewarding and positive experience. Northern Tigers Swimming has developed this Policy guided by the Safeguarding Policy of Swimming South Africa (SSA) and the South African Sports Confederation and Olympic Committee (SASCOC) Safeguarding Policy. The Policy is designed to protect everyone who takes part in Aquatics and should be read in conjunction with the Safeguarding Policy of Swimming South Africa.
- 1.2 Safeguarding is the responsibility of organisations to make sure their staff, volunteers, operations, and programs do no harm to children or vulnerable adults or expose them to harassment, abuse, or exploitation. It is, however, increasingly becoming best practice to think about **how we always safeguard everyone in our organisations**, including protecting coaches, officials, volunteers and spectators from inappropriate behaviour such as bullying and harassment.
- 1.3 Northern Tigers Swimming is committed to safeguarding and protecting all who participate in the sport of aquatics from harassment and abuse and ensuring that all participants are treated with respect and dignity.
- 1.4 **Safeguarding** is how we as a team PREVENT unacceptable incidents from occurring to children (Athletes), vulnerable athletes in our care, coaches, officials and volunteers, and how we RESPOND when we think one of our members could be at risk.
- 1.5 **Prevention** is how we UNDERSTAND RISKS and put measures in place to stop children (Athletes), vulnerable athletes in our care, coaches, officials and volunteers from experiencing harm.
- 1.6 **Response** is what we DO when we think someone in our care is at risk or is or has experienced harm.
- 1.7 **Education** is a tool that we use to educate and inform organizations on what is acceptable behaviour when it comes to safeguarding and the importance of addressing safeguarding in the code of conduct policies of the organizations.

2. Safeguarding Policy

A safeguarding Policy in sport and in sport & development is a set of actions that assist in ensuring that all children, vulnerable adults and adults participating in sport have a positive experience. Child safeguarding is about keeping all children safe from harm, abuse, violence, exploitation, and neglect. Having effective safeguarding measures in place means that our organisation or your club/swim school is proactively working internally and externally to ensure that children are kept safe.

A key part of safeguarding is education by means of spreading the message and creating awareness, about keeping children safe, to challenge community norms and build a community culture of always acting in the best interest of all. Northern Tigers Swimming recognises that the welfare of all who take part in sport, regardless of their role, is important and places the safety and well-being of all participants at the centre of everything we do.

Northern Tigers Swimming recognises that whilst any of these participants can 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
- Officials
- Coaches
- Volunteers
- Women and
- Other Vulnerable Adults

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.

Although any participant in sport can experience harassment or abuse, sport-based research confirms that athletes are particularly at risk and some groups are more vulnerable than others. This includes elite athletes and athletes with a disability, especially if they are children or young adults.

3. Policy Aim

The Northern Tigers Swimming Safeguard Policy's aim is to:

- 3.1** Help create a safe aquatics environment for children (Athletes), vulnerable athletes in our care, coaches, officials, volunteers and spectators in all disciplines of aquatics wherever they participate and at whatever level.
- 3.2** Provide a benchmark to assist Safeguarding Officers, Coaches, Officials, Volunteers, Team Managers, Parents/Guardians and Athletes to make informed decisions.
- 3.3** Promote good practice and challenge/correct practice that is harmful to Athletes.
- 3.4** Provide clear guidelines on safeguarding Athletes to all involved in the sport of aquatics.

- 3.5** Protect all our members from Poor Practice which are the risk factors that can lead to abuse within the federation if left unattended.

4. Principles

The Safeguards are based on the following principles:

- 4.1.** All Athletes should be encouraged to fulfil their potential and as such inequalities should be challenged.
- 4.2.** All Athletes have the right to participate, enjoy and develop through aquatics in a safe and inclusive environment, free from all forms of abuse, violence, neglect, and exploitation.
- 4.3.** Athletes have the right to have their voices heard and listened to. They need to know who they can turn to when they have a concern about their participation in sport.
- 4.4.** Everyone has a responsibility to support the care and protection of Athletes.
- 4.5.** Northern Tigers Swimming have a duty of care to our children (Athletes), vulnerable athletes in our care, coaches, officials and volunteers who take part in aquatics.
- 4.6.** Athletes have a right to be involved in shaping safeguarding policies and practice.
- 4.7.** Northern Tigers Swimming will always act in the best interests of its members.
- 4.8.** Everyone has the right to be treated with dignity and respect and not be discriminated against based on gender, race, age, ethnicity, ability, sexual orientation, belief's, religious or political affiliation.
- 4.9.** The processes and activities for the creation, development and implementation of safeguarding measures should be inclusive.

5. Purpose

The purpose of this Safeguarding Policy is to ensure that athletes & others taking part in aquatics can do so without fear of harassment or abuse.

- 5.1** The key objectives of the policy are to:
- Ensure everyone in aquatics 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 aquatics to report the incident without fear of victimization or retaliation.
 - Ensure that an appropriate and coordinated response to any incidents of harassment or abuse within or connected to participation in Aquatics, irrespective of whether they arise at local, national, or international level.
 - Implement effective measures that minimize the likelihood of incidents of harassment and abuse arising.

6. Definitions and abbreviations

The following definitions include those set in the SASCOC Safeguarding Policy, and the Swimming South Africa Safeguarding Policy. To the extent that a phrase or abbreviation

is not listed here, the definition listed in any of the above-mentioned documents will prevail over the ordinary meaning of the word.

- 6.1 Abuse** can be expressed in four forms (**Psychological abuse, Physical abuse, Sexual abuse and Neglect**) which may occur in combination or in isolation.
- 6.2 Athletes** refers to all athletes of all ages.
- 6.3 Athletes with disabilities** refers to 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.
- 6.4 Aquatic Clubs & Swim schools** refer to any organization providing Aquatic activity in South Africa including but not limited to an association of members, a commercial entity, a registered non-profit organisation, company, or trust.
- 6.5 Bullying or cyberbullying** refers to 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.
- 6.6 Coach** refers to someone who trains a person or team of children/people in a particular sport.
- 6.7 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.
- 6.8 DSO** refers to the Designated Safeguarding Officer.
- 6.9 Early Childhood** refers to those below 8 years of age.
- 6.10 Emotional Abuse** refers to attempts to frighten, control, or isolate you. This type of abuse doesn't involve physical violence, though it might involve threats of violence directed toward you or your loved ones. It's characterized by a person's words, actions, and the consistency of these behaviours.
- 6.11 Exploitation** refers to the action of making use of and benefiting from resources; or taking photographs or videos of athletes without parental consent and the unlawful distribution thereof.
- 6.12 Good Practice** refers to practices where standards, practices, methods and procedures conforming to policies and procedures and exercising a degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled, efficient and experienced Coach or Instructor.
- 6.13 Harassment** refers to 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 acceptable and what they regard as offensive.
**** Refer to the *Protection from Harassment Act 2010 (Page 29)* ****
- 6.14 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. 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.
- 6.15 Harm** refers to any physical injury, especially that which is deliberately inflicted.

- 6.16 Hazing** refers to an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members.
- 6.17 Homophobia** refers to Antipathy, contempt, prejudice, aversion, or hatred towards lesbian, gay or bisexual individuals.
- 6.18 Instructors** refers to someone who teaches a person/child in a particular sport.
- 6.19 Juvenile or young person and adolescents** refers to those who are 10-18 years of age.
- 6.20 LGBTQ** refers to lesbian, gay, bisexual, transgender and questioning individuals.
- 6.21 LOC** refers to the “Local Organising Committee” of a competition.
- 6.22 Members** refers to the collective name for Affiliated Members, Associate Members, Executive Members and Honorary Life Members when used to refer to members of Northern Tigers Swimming that are represented at any General Meeting. Members can also be members of committees or subcommittees but then they will be indicated as such.
- 6.23 Neglect** refers to 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. This definition equally applies to coaches and athlete entourages.
- 6.24 Negligence** refers to 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.
- 6.25 Non-accidental harm** refers to any unwelcome sexual harassment, taking of photographs, filming videos and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse, and child exploitation.
- 6.26 Northern Tigers Swimming** refers to the Federation and custodian of Aquatics within the District of Northern Gauteng.
- 6.27 NTS** refers to the abbreviation of Northern Tigers Swimming.
- 6.28 Officials** refers to members of the team involved in sport, including but not limited to, technical official, medical support, management, volunteer, coach, and any other member of a team at a competition.
- 6.29 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.
- 6.30 Poor Practice** refers to practices that are known to have significant risk factors in cases of abuse that can never be condoned.
E.G: A coach and a child athlete texting late at night without the inclusion of one of the child’s parents.
- 6.31 Physical abuse** refers to 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.
- 6.32 Psychological abuse** refers to any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilizing, or any other treatment, which may diminish the sense of identity, dignity, and self-worth.
- 6.33 Regular contact** is defined as more than once per month.

- 6.34 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 Swimming South Africa or its affiliated members and clubs does not imply involvement in regulated activity. 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.
- 6.35 Safety** refers to the condition of being protected from or unlikely to cause danger, risk or injury.
- 6.36 Safe Sport** refers to an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to the Aquatics Community.
- 6.37 Safeguarding** refers to denote measures to protect the health, well-being, and human rights of individuals, which allow people; especially children, young people and vulnerable adults to live free from abuse, harm and neglect.
- 6.38 SAPS** refers to the South African Police Service.
- 6.39 Sexual abuse** refers to any conduct of a sexual nature, whether non- contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.
- 6.40 Sexism** refers to 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.
- 6.41 Sexual Harassment** refers to any unwanted and unwelcome conduct of a sexual nature, whether verbal, non- verbal or physical. Sexual harassment can take the form of sexual abuse.
- 6.42 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.
- 6.43 Verbal Abuse** refers to when someone uses their words to assault, dominate, ridicule, manipulate, and/or degrade another person and negatively impact that person's psychological health. Verbal abuse is a means of controlling and maintaining power over another person.
- 6.44 Violence** refers to any means of cruel and violent treatment of a person, manhandling, slapping, pushing, shoving, or assault.
- 6.45 Volunteers** refers to people working or assisting NTS and its Affiliates during events or those individuals who contribute to Committees and Affiliates.
- 6.46 Vulnerable Adult** refers to any person aged 18 or over who is, or may be, 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, marginalized gender identities, refugees and people living with HIV/AIDS.

7. Safeguarding Officers

7.1 Appointment

- 7.1.1** The Northern Tigers Swimming Safeguarding Officers should be suitably qualified persons and preferably one man and one woman.
- 7.1.2** Each one of them will act individually or in collaboration, when it is required.
- 7.1.3** The Northern Tigers Swimming Safeguarding Officers will be supported by the Northern Tigers Swimming Executive committee & appointed disciplinary committee.
- 7.1.4** To respect the impartiality during the procedure, the Northern Tigers Swimming Safeguarding Officers cannot be a member of the Northern Tigers Swimming case management group or the Disciplinary Committee.
- 7.1.5** All affiliated Aquatics Clubs and Swim Schools are to appoint a competent person/s as their Safeguarding officer/s.
- 7.1.6** All affiliated Aquatics Clubs and Swim Schools will be required to supply a Designated Safeguarding Officer (DSO) at an aquatics event when requested to do so.

7.2 Role, Duties & Responsibility

- 7.2.1** To be the main point of contact for anyone reporting suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time.
- 7.2.2** To be the main point of contact for the Northern Tigers Swimming member about any request concerning the Safeguarding Policy or safeguarding matters.
- 7.2.3** To manage the reporting and investigation procedure set out in this Policy.
- 7.2.4** To inform the Northern Tigers Swimming Executive Committee in case of a disciplinary or ethical procedure.
- 7.2.5** To provide, if requested, a 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 abuse.
- 7.2.6** To implement and uphold Northern Tigers Swimming Safeguarding Policy.
- 7.2.7** To agree on safeguarding plans with the LOC for competitions.
- 7.2.8** To ensure that confidential and detailed accurate records of all concerns are maintained and securely stored.
- 7.2.9** Ensure that all Aquatics Clubs and Swim Schools have effective arrangements in place to protect its members from harassment and abuse within the club environment.
- 7.2.10** Ensure all participants representing an affiliated club at any Swimming South Africa endorsed event understands and complies with the policy, procedures, and codes of conduct in place.

7.2.11 To respect the confidentiality, as set out in of this Policy.

7.2.12 If the Northern Tigers Swimming Safeguarding Officer/s are aware of any criminal offence without the relevant authorities being contacted in accordance with the applicable law, it is their responsibility to contact them immediately.

8. Duty of Care

8.1 Northern Tigers Swimming and all its affiliated Aquatics Clubs and Swim Schools and any other organisations providing aquatic activities have a responsibility for the safety and welfare of athletes, coaches, volunteers, officials, visitors, and others. This responsibility applies to all aquatic members and affiliated clubs, regardless of their size or structure. There is a legal responsibility to ensure that participants are protected from harm whilst taking part in aquatics. This is legally termed as the 'duty of care' and is of paramount importance when dealing with children or adults with a mental disability.

8.2 To fulfil their 'duty of care' the Northern Tigers Swimming and all its member's, affiliated Aquatics Clubs and Swim Schools providing aquatic activities must:

- Take steps to keep participants safe from harassment or abuse and ensure the welfare of all participants, coaches, officials, volunteers and spectators.
- Ensure that venues, apparatus and equipment for aquatic activities are safe.
- Ensure the development of athletes is pursued through appropriate physical and psychological preparation and progressive skill development.
- Put in place suitable first aid support and emergency procedures.
- Always exercise reasonable care.

8.3 Northern Tigers Swimming affiliated members, Aquatics Clubs and Swim Schools that providing aquatic activities must ensure that safeguarding policies and procedures are in place and implemented as part of their duty of care. All Northern Tigers Swimming affiliated members, Aquatics Clubs and Swim Schools must abide by the Federations Safeguarding Policies & Procedures and Codes of Conduct. Aquatics Clubs and Swim Schools are required to submit a copy of their Safeguarding Policy to the District Administrator/District Secretary as part of the annual registration process.

8.4 When working with children and vulnerable adults, a person who carries out a supervisory role takes on certain responsibilities while the child or vulnerable adults are in their care.

This may include:

- Holding a responsibility for the wellbeing of athletes during training.
- Being responsible for the safe dispersal of children or vulnerable adults after training.
- Providing first aid.
- Providing/consenting to emergency medical treatment.

- Undertaking a supervisory role or being a chaperone.
- Acting as a team manager.

9. Guidance for Aquatics Coaches/Instructors

9.1 Good Practice

9.1.1 Northern Tigers Swimming Coaches/Instructors should always maintain high standard of practice as athletes of all ages look to them for guidance and hold them as role models.

9.1.2 Northern Tigers Swimming Coaches/Instructors have a duty of care for the athletes they are Coaching/Teaching; and should always follow good practice guidance to ensure that the athletes they teach/coach are safeguarded, and the instructors/coaches are protecting themselves from any allegations.

9.1.3 Good practice includes:

- Endorsing aquatics as a fun and enjoyable sport and promoting fair play.
- Treating all athletes with respect and dignity and giving similar attention and time to all athletes regardless of their background or level of ability.
- Keeping teaching/coaching qualifications up to date and operating within the level of their teaching/coaching qualification.
- Acting as a role model for athletes, for example not smoking or drinking around the athletes and being mindful of your behaviour at club training sessions, events or social gatherings.
- Not condoning rule violations or the use of prohibited substances.
- Ensuring that training sessions are appropriate for the age and stage of development, both physical and emotional, and experience of the athletes they are teaching/coaching.
- Ensuring training and competition schedules are based on the needs and interests of the athlete, not those of parents, coaches, clubs, sponsors, or National, Provincial or District Associations.
- Ensuring that the athlete's wellbeing is paramount and recognizing that performance comes after this.
- Enabling young people to assist in making decisions which relate to them.
- Maintain a safe and appropriate relationship with athletes; it is not appropriate to have an intimate relationship with a child or young person.
- Not tolerating any form of bullying or aggression in the sport.
- Understanding the athletes, you teach/coach and not pushing them too hard and against their will and ability level.
- Providing feedback to athletes in a constructive and positive manner.

9.2 Poor practice

9.2.1 Northern Tigers Swimming Coaches/Instructors who demonstrate poor practice open themselves up to a greater risk of allegations being made against them.

9.2.2 The following are some examples of poor practice that should be avoided as far as possible by Coaches/Instructors and other staff and volunteers:

Never be alone with a child or vulnerable adult including:

9.2.2.1 Taking them to and from training or an event.

9.2.2.2 Taking them to your home or in your car, where you will be alone with them.

9.2.2.3 Sharing a room with them.

9.2.2.4 Never allow any form of inappropriate behaviour or language.

9.2.2.5 Never be involved in or allow behaviour which causes athletes emotional distress.

9.2.2.6 Never spend excessive amounts of time alone with one child or vulnerable adult away from the others.

9.2.2.7 Never engage in rough, physical, or sexually provocative games.

9.2.2.8 Adults should never share a room with children, young or vulnerable adults. It is unacceptable that any number of children and adults share a common sleeping area.

9.2.2.9 Never allow or engage in any form of inappropriate touching.

9.2.2.10 Never allow an athlete (children or adult) to use inappropriate language unchallenged.

9.2.2.11 Never make sexually suggestive comments to an athlete (child or adult).

9.2.2.12 Never reduce an athlete (child or adult) to tears as a form of discipline or control.

9.2.2.13 Never allow allegations made by a child or adult to go unchallenged, unrecorded, or not acted upon.

9.2.2.14 Never assist in activities of a personal nature for children or vulnerable adults that they can do from themselves.

9.2.2.15 Never invite or allow children or vulnerable adults to stay with you at your home. If cases arise where situations are unavoidable, they should only occur with the full knowledge and consent of the person in charge, and in the case of a child with signed parental consent.

9.3 If any of the following incidents should occur, you should report them immediately to the club or district safeguarding officer(s), or another colleague, make a written note of the event and inform parents of the incident (using an incident report form):

9.3.1 If you accidentally hurt an athlete.

- 9.3.2** If a child or vulnerable adult seems distressed in any manner, whilst in your care.
- 9.3.3** If a child or vulnerable adult appears to be sexually aroused by your actions.
- 9.3.4** If a child or vulnerable adult misunderstands or misinterprets something you have done.

10. Positions of Trust

10.1 Coach/Athlete Relationships

- 10.1.1** Northern Tigers Swimming affiliates/members will ensure that their relationship with any athlete under 18 years of age is professional and appropriate. It must be recognized that the relationship between instructors/coaches and athletes is important for developing athletes' potential and self-esteem, and in establishing trusting relationships with a responsible adult, which has been identified multiple times as being critical in children divulging disclosures.
- 10.1.2** Coaches/Instructors can easily influence the athletes in their care and the resulting power of a professional relationship cannot be overstated. It is the responsibility of the Coaches/Instructors to ensure that they do not abuse their position of trust.
- 10.1.3** Sexual relationships with children under 16 years of age are illegal in addition, as such will lead to disciplinary action as well as being referred to the SAPS/Social Services for investigation.
- 10.1.4** A sexual relationship between a person with authority over a young person and a child aged 16 or 17 years is not considered appropriate by the federation. While it may not constitute a criminal offence, instructors/coaches, and others in positions of authority and trust in relation to athletes, aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists

10.2 Adults in positions of Trust

- 10.2.1** Some Aquatics Coaches/Instructors hold relevant professional accreditations that would enable them to fulfil a range of support roles within the sport. Common examples include instructors/coaches who are also trained as physiotherapists, kineticists, nutritionists, and masseurs.
- 10.2.2** Northern Tigers Swimming affiliates/members who wish to make use of their professional qualifications within the sport must first ensure the person being treated is completely clear about the capacity in which they are acting. The adult in the position of trust is ultimately responsible for maintaining appropriate professional boundaries and ensuring that there is a clear separation between their coaching/ teaching role and any other activities they undertake.

- 10.2.3** Northern Tigers Swimming a strongly recommends that anyone providing an additional support service within the sport does not treat children that they teach/coach without parental supervision

10.3 The Rule of Two

- 10.3.1** Northern Tigers Swimming recommends that to safeguard Children and adults that at least two responsible unrelated adults (one male and one female) are always present during training avoiding situations where a responsible person is alone with a child or vulnerable adult. At least one of the two responsible adults should be the same gender as the athlete(s).
- 10.3.2** There may be occasions especially where the athlete is training at a high-performance level where one-to-one coaching may be appropriate. Aquatic coaches should only conduct such sessions when there is another responsible adult present or in the case of a child where a parent is present.

11. Club/Swim School Guidance

11.1 Safeguarding Policy

- 11.1.1** All members and affiliated swim schools/clubs must have in place a Safeguarding policy as a requirement for affiliation to the federation.
- 11.1.2** The safeguarding policy and information on safeguarding must be communicated to all athletes, parents, guardians or carers, staff and volunteers at the club.
- 11.1.3** All athletes, parents, guardians or carers, staff and volunteers must be made aware of the procedures for reporting concerns.
- 11.1.4** Northern Tigers Swimming affiliated swim schools/clubs and organisations must address the following environmental factors:
- Provide an open training environment where instructors/coaches and athletes can be always observed during training especially by other employees and parents/guardians/carers.
 - Ensure there is a clear policy for use of changing rooms and toilets.
 - Maintain apparatus, equipment, and other club property.
 - Make a provision for first aid facilities.
 - Compliance with the Protection of Personal Information Act in respect of storage of personal and sensitive information.

11.2 Club/Swim School Safeguarding Officer

- 11.2.1** All Northern Tigers Swimming Affiliated Aquatics Clubs and Swim Schools must appoint a competent person(s) as their Safeguarding Officer(s).
- 11.2.2** The Aquatics Club/Swim Schools safeguarding officer(s) must be registered with the federation and must have completed a Swimming South Africa (SSA) approved Safeguarding Training Course.

11.3 Club/Swim School Registration

11.3.1 All Northern Tigers Swimming Affiliated Aquatics Clubs and Swim Schools must maintain accurate records of participants in their activities including:

- Name and address.
- Date of birth.
- Parent/Carer information.
- Emergency contacts.
- Medical details - allergies, existing conditions, including any specific actions to take.
- Information on any disability or special needs.
- First language.
- Medical consent.
- Indemnity forms.
- Consent for participation in aquatics.
- Consent for photography and filming or option to object.
- Information required for the purposes of the Department of Sport and Recreation's annual transformation survey.

11.3.2 Northern Tigers Swimming schools/clubs should ensure that this information is collected at the earliest opportunity to enable any necessary risk assessments based on medical information and/or disability to be completed prior to participation.

11.3.3 Parental/Guardian consent forms should always be sought prior to participation of a child in aquatic activity at the Club/Swim School.

11.3.4 The Protection of Public Information Act 2013 requires swim schools/club to conduct themselves in a responsible manner when collecting, processing, storing, and sharing personal information and holds them accountable should they abuse or compromise the personal information collected in any way.

11.3.5 Clubs need to be prepared to clearly explain how the personal information being collected will be used, why and with whom it may be shared.

11.3.6 Northern Tigers Swimming Affiliated Clubs or Swim Schools who publish images of children must comply with the guidance on photography and use of imagery included in this document and ensure compliance to the Protection of Personal Information Act 2013.

11.4 Inclusion of Parents/Guardians/Carers

11.4.1 Parents, guardians, and carers should be welcomed at district affiliated swim schools/clubs to observe training sessions that their child or an adult they are providing support and care for are participating. The presence of responsible adults observing training sessions helps create a safer environment.

11.4.2 Clubs should in the case of new or potential members, encourage them to view a session and remain with their child/vulnerable adult until the child or vulnerable adult is happy to be left on their own.

- 11.4.3** Clubs/Swim Schools should provide a suitable area for parents, guardians, and carers to view training sessions. Where there is not a purpose-built viewing area, swim schools/clubs should designate a small area of the venue for viewing. This will need to be carefully managed and there may need to be limits on the number of spectators that can be safely accommodated. It may be appropriate for parents, guardians, carers, and other spectators to sign in and out of the viewing area.
- 11.4.4** The use of CCTV from a designated room or area may be used to allow parents, guardians, and carers to view what is going on during training without taking up space in the training venue. Where CCTV is used to record images the storage of data may be subject to compliance with the Protection of Personal Information Act 2013.
- 11.4.5** The federation does not permit the livestreaming of training sessions due to concerns regarding the security and management of such images of children.
- 11.4.6** Aquatics Clubs and Swim schools should facilitate viewing of training sessions by parents, guardians and carers and may not restrict their ability to observe such sessions by:
- Obscuring windows.
 - Refusing reasonable requests to view.
 - Asking parents, guardians, or carers to leave without due cause.
 - Justifying the prohibition of viewing on spurious health and safety grounds.
- 11.4.7** The inclusion of parents, guardians, and carers in creating an open training environment is much more than providing them with a viewing area. It involves creating a culture of openness between the swim school/club and parents, guardians, or carers.

This can include:

- Regular written and oral communication with parents, guardians, or carers.
- Providing regular feedback on a child or person with a mental disability's progress.
- Opportunities to discuss the child or person with a mental disability's progress and training regime.
- Opportunity to raise concerns and receive feedback on the outcome.
- Encouraging parents, guardians, and carers to become involved in the club.
- Inviting parents, guardians, and carers to attend welfare briefings prior to an away event.
- Encouraging parents, guardians, and carers to attend events or keep in close contact with their child or adult requiring care.
- Setting up parents, guardians, and carers forums.
- Appointing a Parent Liaison Officer who is responsible for communication, information and encouraging involvement.

11.5 Changing Room Policy

- 11.5.1** Northern Tigers Swimming affiliated members, swim schools/ and clubs have a duty of care to safeguard children and vulnerable adults during sessions, including the wellbeing of children and vulnerable adults in changing rooms.
- 11.5.2** Northern Tigers Swimming affiliated members, swim schools/clubs must have in place a policy, or rules, relating to the use of changing facilities. Where the swim school/club is operating at a public facility the policy for changing rooms should be developed together with the facility owner.
- 11.5.3** Separate changing facilities, or times, should be provided for males and females except where there is village style changing is being operated at the facility and no one should enter changing rooms whilst these are being used by members of the opposite sex.
- 11.5.4** Separate changing facilities should be provided for adults and children; adults should not be permitted to get changed in the same room at the same time as children.
- 11.5.5** **The use of mobile phones in changing rooms should be strongly discouraged.**
- 11.5.6** Any concerns or incidents occurring in a changing facility must be reported without delay. Athletes, parents, coaches, volunteers attending the swim school/club should know how to report such concerns.
- 11.5.7** Where swim schools/clubs are unable to provide safe changing rooms, all members should be advised to arrive wearing their training attire under their clothes.
- 11.5.8** It is not recommended that supervision is provided within changing rooms as this will place both the adult and children at risk of harm or allegation. Instead swim schools/clubs may wish to place an official outside of the doors to the changing room, which enables children to call for assistance if required.
- 11.5.9** Additionally, parents/guardians should specifically be advised around:
- The type of changing facilities at the venue – for example, are they village changing or separate for males and females.
 - Whether changing facilities will be accessible by members of the public using the facilities as well as swim school/club members, and if members over 18 years of age will be accessing them at the same time as members under 18 years of age.
 - Avoiding being in the changing rooms whilst the athletes are changing unless their child required additional assistance. In these circumstances the parent/guardian must be the same gender as the child unless there is access to a family changing room or the venue has village changing facilities.
 - Where supervision and support to young children, persons with a mental and/or physical disability, young people or other vulnerable adults are participating in aquatic activity there must always be a minimum of two responsible adults present. This ensures there is

supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany an athlete.

- There may be circumstances where some athletes will need help with personal and intimate care such as going to the toilet, changing, and washing. This need is most likely to arise for pre-school children or some athletes with mental or physical disabilities
- The federation recommends that swim schools/clubs require parents/guardians of young children to remain nearby during aquatic activity and contactable in case their child becomes distressed or requires assistance. Parents of children under three years of age and of children who require assistance to use the toilet must remain with their child.

12. Communication

It is important that swim school/club officers communicate appropriately with children and vulnerable adults in the swim school/club, be that in person, by phone, in writing, text, online, or any other form of communication.

13. Code of Conduct

The Northern Tigers Swimming code of conduct is in force and should not be breached.

14. Photographs/Images/Videos

- 14.1** Taking photographs or videoing people in public places in South Africa is legal, whereas consent needs to be given to photograph or video people in a private place. Reproducing and selling photographs of people is legal for editorial and limited fair use commercial purposes. Civil law requires the consent of any identifiable persons for advertorial and promotional purposes.
- 14.2** The sport of aquatics can benefit from the use of images of participants to promote and celebrate activities, events and competitions.
- 14.3** Parents and children generally welcome opportunities to celebrate or publicize their involvement and achievements in the sport through photographs and video recordings.
- 14.4** Aquatic coaches/instructors also find it helpful to use photographs or videos as a tool to support an athlete's skill development.
- 14.5** The Protection of Personal Information Act 4 of 2013 (POPIA) offers the regulations and guidelines surrounding the collection and processing of personal information and thus affects our use of photography.
- 14.6** The image of a child is personal data as defined by the Act and it is a requirement that consent is obtained from the parent of a child or young person under the age of 18 years for any photographs or video recordings for the purposes beyond the activity of the organization.
- 14.7** If imagery of an athlete under 18 years of age is published or used by the member or affiliated aquatics club/swim school for any reason, the athlete's parents/guardians should give consent.

- 14.8** An athlete's parents/guardians should have the opportunity to refuse their child being photographed.
- 14.9** Parents retain the right to withdraw consent at any stage, but they need to do so in writing.
- 14.10** A person must have parental consent before any child can appear in a video. Parents can video recordings of events for their own person and family use as they are not covered by the POPIA Act.
- 14.11** Parents are not covered by the Protection of Personal Information Act 4 of 2013 (POPIA) if they are taking photographs or making a video recording for their own private use. The Act does not therefore stop parents from taking photographs or making video recordings at such events as plays or sports events.
- 14.12** Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use (e.g., with a view to selling videos of an event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film.

15. Reporting

15.1 Reporting Processes and Procedures

- 15.1.1** Anyone must report an incident of harassment or abuse.
- 15.1.2** Mechanisms for receiving the information are as follows:
- In writing using the Northern Tigers Swimming template form.
 - By phone or email to the District or Club Safeguarding Officer(s).
 - In person to the District, Swim school/Club or Event safeguarding Officer(s).
 - Via a third-party organization such as the Sports Voice organization either through their website (www.sportsvoice.org), email (help@sportsvoice.org), App or WhatsApp line.
 - By completing a form 22 at the Department of Social Services (DSS) in accordance with section 110 of the Children's act 38 of 2005.
- 15.1.3** Concerns may fall into two categories:
- Where harm is happening in the context of aquatics.
 - Where harm is happening towards someone connected with the sport of aquatics; but is occurring at home or in a context outside of the sport.
- 15.1.4** Concerns could be regarding a:
- Current Situation.
 - Past (Historical) Situation.
- 15.1.5** Concerns might be about:
- Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect).
 - Poor practice.
 - Perceived failure of an organisation to Safeguard.

- 15.1.6** Due to the need for confidentiality and to expedite safeguarding complaints to protect children and adults from harassment, abuse or poor practice, a Northern Tigers Swimming affiliated Swim school/Club or Event Safeguarding Officer should report safeguarding concerns directly to the federation's District Safeguarding Officer (s). This ensures that only those people that need to know to help protect a participant from harassment, abuse or poor practice are informed of the concern and that the concern can be dealt with expeditiously.
- 15.1.7** In situations where the child or adult is in immediate danger it will be necessary to notify the SAPS or social services.
- 15.1.8** In situations where there is no immediate danger your duty of care is to refer the concerns to the most appropriate person or organisation to act. This may be at the Northern Tigers Swimming or Aquatics Gauteng Office, Swim school/Club or Event Safeguarding Officer. Reports of concern should be recorded using the Northern Tigers Swimming Incident Report Form. The Northern Tigers Swimming Event Safeguarding Officer will take responsibility for referring the complaint to:
- Local SAPS where a crime is suspected of having taken place.
 - Local social services where a child or adult is suspected of being at risk and requiring support and protection.
 - The Provincial Safeguarding Officer(s).
- 15.1.9** Any complaints pursuant to this policy received by Northern Tigers Swimming will be referred to the Northern Tigers Swimming Safeguarding Officer(s) who is the first point of contact for complaints and concerns under this procedure.
- 15.1.10** The Northern Tigers Swimming Safeguarding Officer(s) will make an initial assessment of the complaint to determine the nature of the concern and whether the matter relates to a participant under Northern Tigers Swimming jurisdiction.
- 15.1.11** If the complaint is believed to be a criminal offence, the Northern Tigers Swimming Safeguarding Officer(s) will refer the matter to the Police and other relevant authorities and/or regulatory bodies immediately.
- 15.1.12** In most cases, the federation will delay internal investigations until the outcome of a criminal proceeding is known. Once a matter has been referred from the police, the objective will be to conclude any investigations in a timely manner.
- 15.1.13 The Northern Tigers Swimming Safeguarding Officer will take responsibility for referring the complaint to:**
- 15.1.13.1** SAPS where a crime is suspected of having taken place.
 - 15.1.13.2** Social services where a child or adult is suspected of being at risk in addition, requiring support and protection
 - 15.1.13.3** The Northern Tigers Swimming Executive Committee where unacceptable behaviour or poor practice is suspected of taking place in the context of aquatic activity.

- 15.1.14** Where an investigation is being conducted by SAPS or social services, the Northern Tigers Safeguarding Officer will only act in consultation with the statutory authorities. The federation has the right to suspend a person against whom allegations have been made pending the outcome of an investigation by the SAPS or social services or any resulting criminal proceedings.
- 15.1.15** Northern Tigers Swimming may impose interim protective measures, including the suspension of the participant where one or more of the following circumstances applies:
- The participant is believed to present a significant risk to other participants.
 - The reputation of the sport is at risk; **and/or**
 - The participant's ongoing presence may hinder investigations.
- 15.1.16** If the complaint is not considered to be a matter for the police, the District Safeguarding Officer(s) should:
- Refer the complaint to another organisation if appropriate.
 - Refer the complaint to the disciplinary committee.
 - Refer the matter to the Northern Tigers Swimming Executive Committee.
- 15.1.17** The Northern Tigers Swimming Executive Committee will consider the complaint and should determine whether to:
- Proceed with an internal investigation.
 - Resolve the matter informally.
 - Dismiss the complaint as unfounded or as insufficiently serious to require any action by Northern Tigers Swimming.
- 15.1.18** Where an internal investigation is required, the Northern Tigers Swimming Executive Committee shall instruct an independent investigator to carry out the investigation in accordance with these procedures and to an appropriate timeline agreed by the Executive Committee.
- 15.1.19** Where relevant, the investigator may request information from the police and any other relevant organisations.
- 15.1.20** The investigator may require written or oral representations from relevant parties, taking exceptional care if interviewing vulnerable witnesses.
- 15.1.21** The investigator shall prepare a report and include all relevant evidence for consideration by the Northern Tigers Swimming Executive Committee who may determine that:
- The matter is referred to an Independent Disciplinary Panel for consideration.
 - Further investigations are instigated.
 - A risk assessment is completed.
 - Instructions, advice, or guidance is provided to the relevant parties; **and/or**
 - No further action is taken.
- 15.1.22** In a case of unacceptable behaviour or poor practice, where the Northern Tigers Swimming Executive Committee having considered

the report of the investigating officer(s) deem there is a case to answer; the Northern Tigers Swimming Executive Committee will implement the disciplinary process. This process consists of a disciplinary hearing and an appeals process. Disciplinary and appeals hearings shall be heard by an independent panel appointed by the Northern Tigers Swimming Executive Committee or other appropriate body.

- 15.1.23** The Northern Tigers Swimming Safeguarding Officer(s) will assess whether any of the affected parties require support and arrange for support to be provided where deemed appropriate.

15.2 Whistle Blowing

- 15.2.1** Although incidents can be reported directly by the affected individual, the term “whistle blowing” is used to describe a complaint relating to the conduct of an individual made by someone other than the affected person.

- 15.2.2** Northern Tigers Swimming strongly supports whistle blowers by providing a confidential reporting system and believes it is important for anyone who has concerns or information to speak out early to prevent and stop and damages inflicted on anyone.

- 15.2.3** Northern Tigers Swimming recognises that some individuals may be fearful of the consequences of making a complaint under these procedures, particularly where the perpetrator is in a position of authority. In these circumstances, where possible, the identity of the whistle blower will remain confidential. Any person who makes a complaint in good faith must not be subject to reprisal or other adverse consequences because of submitting a report. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory, or frivolous.

16. Responding to Disclosure

- 16.1** If a child or adult indicates that they are being harmed, or information is received that gives rise to concern that a child or adult is being harmed, the person receiving the information should:
- Stay calm and ensure the child or adult is safe and feels safe.
 - Listen carefully to what is being said, allowing the child or adult to continue at their own pace; reflect the conversation back to the child or adult in their own words to ensure you have heard correctly.
 - Explain that it is likely that the information will have to be shared with others – do not promise to keep secrets.
 - Do not ask any further questions other than “is there anything else you would like to tell me?”.
 - Reassure the child or adult that they have done the right thing in sharing the information.

- Show and tell the child or adult that what he/she says is being taken seriously and recognise any difficulties inherent in interpreting what they said.
 - Tell the child or adult what will be done next and with whom the information will be shared.
 - Record in writing what was said using the child or adult's words as soon as possible. Record dates and times; any names mentioned; to whom the information was given; information should be noted as given as facts, hearsay, or opinion; record should be signed and dated as a record.
- 16.2** If the child or adult indicates that they do not wish others to be informed about the allegations, carefully and tactfully explain the reasons why it may be in their best interests that the matter is referred to an appropriate person or department (SAPS, social services, sports organisation's safeguarding officer).
- 16.3** Receiving a disclosure places great responsibility on the person to whom the disclosure is made. If there is any uncertainty in what actions to be taken, consult with an appropriate person or organisation (SAPS, social services, sports organisation's safeguarding officer).
- 16.4 Actions to avoid:**
- Dismissing the concern (irrespective of whether you believe what you are being told or not, you should always report the disclosure, untrue disclosures even when the person is anonymous are rare).
 - Panicking.
 - Allowing shock or distaste to show.
 - Probing for more information than is offered.
 - Making promises that cannot be kept such as promising not to tell anyone.
 - Speculating or making assumptions.
 - Approaching the person who is the subject of the allegation or suspicion (this may put the child or adult at risk or jeopardise a criminal investigation).
 - Conduct a personal investigation of the case.
 - Making negative comments about the accused person.

17. Team Travel

17.1 General

- 17.1.1** Northern Tigers Swimming members and affiliated Clubs must provide duty of care to safeguard athletes, coaches, officials and volunteers which includes having the appropriate levels of supervision in place if athletes are taken to events or camps.
- 17.1.2** Northern Tigers Swimming members and affiliated Clubs take athletes away overnight, or over multiple nights, the District/Club will be responsible for the safeguarding and wellbeing of the athletes as soon as they have received the athlete from their

- parent/carer and will remain responsible until the athlete is handed back to their parent/carer.
- 17.1.3** Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, workout facilities, transport, and hotel rooms – is less structured and less familiar.
- 17.1.4** Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the National, Provincial, District or Club.
- 17.1.5** Team Leaders and Chaperones must be registered members of Northern Tigers Swimming.
- 17.1.6** Northern Tigers Swimming would expect the following people be included in away trips:
- A Safeguarding Officer – this could be a club safeguarding officer or a competent person appointed to the role for the event or camp only.
 - Head Coach/The Swimmers Coach's
 - Chaperone(s)/Team Leader(s)
- 17.1.7** The roles of the Safeguarding Officer; Chaperone(s) or Team Leaders are outlined below:
- Hold the contact details for all athlete's parents/carers if they will be needed during the trip.
 - Hold the medical information for all athletes to ensure that they are accessible if needed during the trip.
 - Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip.
 - In the instance of any ongoing concerns, refer them to the
 - District or Swim school/Club Safeguarding Officer(s) if different person.
- 17.1.8** Chaperones & Team Leaders are to provide loco parentis supervision of the athletes on the trip and assist with the maintenance of their general care and wellbeing and to assist the DSO when required.
- 17.1.9** If the group is small, it's possible that a chaperone/team leader may also act as the Safeguarding Officer for the trip. It is recommended that a ratio of 1 chaperone to 10 athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone/team leader.
- 17.1.10** It is important that there are enough chaperones/team leaders to effectively manage any situations that occur and maintain the wellbeing of the athletes during these times.
- 17.1.11** During the trip, team leaders/chaperones should:

- Have a room on the same floor as the athletes and ideally as close as possible, so athletes can easily contact them.
- Provide their room number to the athletes they are responsible for in addition, advise them they should only use this information in emergency situations.
- Perform a check all athlete's rooms on arrival to ensure they are secure.
- Check that the in-room telephone is operational where applicable.

17.1.12 Individuals who operate in the above-mentioned role should preferably:

- Not be undertaking a coaching role during the away trip.
- Are registered and have been vetted with the Northern Tigers Swimming.
- Have attended some form of safeguarding training.
- Have their role fully explained and the associated expectations outlined to them before commencing the role.
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require.

17.2 Transport/Accommodation/Safety

17.2.1 Athletes should not travel in a coach's vehicle without another adult present who is the same gender as the athlete unless prior parental permission is obtained.

17.2.2 During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where chaperones/team leaders are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).

17.2.3 To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that athlete).

17.2.4 The District/Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

17.2.5 Team Leaders or Club officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.

17.2.6 The directions & decisions of team leaders, coaches/chaperones are final.

17.2.7 Swimmers are expected to always remain with the team during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has

gathered without the permission/knowledge of the coach or chaperone.

17.2.8 When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

17.2.9 Respect the privacy of each other.

17.2.10 The possession or use of alcohol or tobacco products by any athlete is prohibited.

17.2.11 The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.

17.2.12 No “deck changes” or “towel changes” are permitted. Athletes are expected to use available change facilities.

17.2.13 Swimmers are to refrain from inappropriate physical contact at team activities and events.

17.2.14 Swimmers are to refrain from use of inappropriate language.

17.2.15 Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that athlete).

17.2.16 When only one athlete and one coach travel to a competition, the athlete must have his/her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach.

17.2.17 When the athlete is opted to travel and stay with their parents/family the Province/District/Club should be notified in writing.

17.2.18 The sharing of beds by athletes is not permitted under any circumstances.

17.2.19 Must stay in assigned hotel room. If the athlete needs to move to another room permission must be requested from the Team Leader and or Coach.

17.3 Code of Conduct

17.3.1 Team members inclusive of Athletes, Team Leaders, Chaperones, Coaches, Officials and Parents are bound by the Northern Tigers Swimming Code of Conduct.

17.3.2 All team members inclusive of Athletes, Team Leaders, Chaperones, Coaches, Officials and Parents will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors, and the public always.

17.3.3 Team members inclusive of Athletes, Team Leaders, Chaperones, Coaches, Officials and Parents will refrain from any illegal or inappropriate behaviour that would detract from a positive image of the team or be detrimental to its performance objectives.

- 17.3.4** Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves the Province/District/Club and team member behaviour must positively reflect the high standards of the Province/District/Club.
- 17.3.5** Failure to comply with the Northern Tigers Swimming Code of Conduct may result in disciplinary action. Such discipline may include, but may not be limited to:
- Dismissal from the trip and immediate return home at the athlete's expense.
 - Disqualification from one or more events, or all events of competition.
 - Disqualification from future team travel meets.
 - Financial penalties.
 - Dismissal from the team and/or
 - Disciplinary Proceedings as per the Northern Tigers Swimming Behaviour Management policy.

18. Confidentiality

- 18.1** The Northern Tigers Swimming Safeguarding Officers undertake to respect the confidentiality of all the information received at any phase of the procedure.
- 18.2** All the information provided by the whistle blower shall be kept by the Northern Tigers Swimming Safeguarding Officers and are considered as confidential at any time.
- 18.3** In the event the incident could be a criminal offence, the Northern Tigers Swimming Safeguarding Officers must share the collected information with the relevant national authorities in accordance with the applicable law.
- 18.4** Confidentiality is an important factor for the reporting, recording, and processing of safeguarding concerns. The safeguarding concern should only be disclosed or discussed with those people within Swimming South Africa, members and affiliated swim schools/clubs that need to know to manage the case and to safeguard the individual(s) from maltreatment.
- 18.5** Individuals receiving or having safeguarding concerns should avoid attempting to conduct enquiries into the concern. Our duty of care is to report the concerns to the appropriate person and/or organisation. This may be the SAPS, social services, or an appropriate Safeguarding Officer(s).

19. Government Acts

19.1 The Children's Act 2005:

The CHILDREN'S ACT 38 OF 2005 as amended makes provisions for a National Child Protection Register and states that no person whose name appears in Part B of the Register may manage or operate, or participate or assist in managing or operating, a school, club or association providing services to children.

A person who fails to disclose the fact that their name is entered in Part B of the Register is guilty of misconduct and the person's services may be terminated because of non-disclosure.

All staff and volunteers in sport who have regular contact with children must declare whether their name appears in Part B of the National Child Protection Register.

19.2 The Protection from Harassment Act 2010

The Protection from Harassment Act 2010, defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably:

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.

- Engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether conversation ensues; or
- 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; or
- Amounts to sexual harassment of the complainant or a related person.

19.3 The Criminal Law (Sexual Offences and Related Matters) Amendment Act

The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 OF 2007 as amended makes provision for a National Register for Sexual Offenders and places responsibilities on employers and employees in respect of the act.

The CRIMINAL LAW (SEXUAL OFFENCES AND RELATED MATTERS) AMENDMENT ACT 32 OF 2007 defines an employer as set out in the act as including any person, organisation, institution, club, sports club, association, or body who or which, as the case may be-

- (l) employs employees who, in any manner and during their employment, will be placed in a position of authority, supervision or care of a child or a person who is mentally disabled or working with or will gain access to

- a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate.
- (II) owns, manages, operates, has any business or economic interest in or is in any manner responsible for, or participates or assists in the management or operation of any entity or business concern or trade relating to the supervision over or care of a child or a person who is mentally disabled or working with or who gains access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate.

20. Reporting/Assessment/Measures

20.1 Reporting

- 20.1.1** If an incident or concern is immediate and there is a risk of significant harm to a child or an adult that they need protection, then call your local SAPS and/or Social Services. Once the matter has been referred, then complete this form and submit to Northern Tigers Swimming Safeguarding Officer.
- 20.1.2** Aquatics Club/Swim School or event officials are to record the details of any concerns raised should use this form. A copy should be sent to the District Safeguarding Officer(s) at Northern Tigers Swimming.
- 20.1.3** Every effort 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.
- 20.1.4** See Page 33 for the Incident report form

20.2 Assessment of Complaint/Incident

- 20.2.1** Any complaints pursuant to this policy received by the District will be referred to the Northern Tigers Swimming Safeguarding Officer(s) who is the first point of contact for complaints and concerns under this procedure.
- 20.2.2** The Northern Tigers Swimming Safeguarding Officer(s) will make an initial assessment of the complaint to determine the nature of the concern and whether the matter relates to a participant under Northern Tigers Swimming jurisdiction.
- 20.2.3** If the complaint is believed to be a criminal offence, the Safeguarding Officer(s) will refer the matter to the Police and other relevant authorities and/or regulatory bodies immediately.
- 20.2.4** If the complaint is not considered to be a matter for the police, the Safeguarding Officer(s) should:

- Refer the complaint to an independent investigation organisation.
- Refer the matter to the Northern Tigers Swimming Executive Committee and the Northern Tigers Swimming Disciplinary Committee Group.

20.2.5 The Northern Tigers Swimming Executive Committee will consider the complaint and will determine to:

- Proceed with an internal investigation.
- Resolve the matter informally.
- Dismiss the complaint as unfounded or as insufficiently serious to require any action by the federation.

20.2.6 The Northern Tigers Swimming Safeguarding Officer(s) will assess whether any of the affected parties require support and arrange for support to be provided where deemed appropriate.

20.3 Interim Measures

20.3.1 Swimming South Africa may impose interim protective measures, including the suspension of the participant where one or more of the following circumstances applies:

- The participant is believed to present a significant risk to other participants.
- The reputation of the sport is at risk; and/or
- The participant's ongoing presence may hinder investigations.

21. Safe Recruitment – Volunteers and Staff

21.1 Northern Tigers Swimming Safe Recruitment policy and procedures apply to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children, young people, persons with a mental and/or physical disability or other vulnerable adults or have access to their personal data.

21.2 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.

21.3 Although most staff and volunteers that work in aquatics are committed, dedicated people who are motivated to work within the sport for commendable reasons, it is vital that all reasonable steps are taken to ensure that any unsuitable people or people who may cause harm to children, young people, persons with a mental and/or physical disability and other vulnerable adults are prevented from working with them.

- 21.4** 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 scrutinized, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.

22. Contact Details

NORTHERN TIGERS SWIMMING

(Affiliated to Swimming South Africa)

P.O. Box 11105, Hatfield, 0028

Hillcrest Swimming Pool, c/o Duxbury & Jan Shoba Streets

Hillcrest, Tshwane

SAFEGUARDING OFFICERS

Mr P Brussow

Ms B Kleynhans

Email: safeguarding@ntsaquatics.co.za

Phone: +27 (0) 82 7844858 (cell)

23. Annexure 1: Northern Tigers Swimming Incident Reporting Form

Northern Tigers Swimming Incident Reporting Form



Your information			
Name			
Address			
Contact number(s)			
Email			
Your role within Aquatics If Other – Please state your role i.e. Medic	Parent <input type="checkbox"/> Coach <input type="checkbox"/> DSO <input type="checkbox"/> Team Leader <input type="checkbox"/> Athlete <input type="checkbox"/> Official <input type="checkbox"/> Other <input type="checkbox"/>		
Name of Club/Swim School		Name of Coach	Name of Club Chairperson/Owner of Swim School

Aquatics Discipline				
Please indicate the aquatics discipline	Swimming <input type="checkbox"/>	Diving <input type="checkbox"/>	Water Polo <input type="checkbox"/>	Artistic Swimming <input type="checkbox"/>

Personal information of alleged victim– Child / Young Adult/Vulnerable Adult					
Name				Date of birth	
Gender ⁱ	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age _____	Is the alleged victim impaired <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there any information about the child that would be useful to consider or is there any identified special needs, impairment or disability?					

Contact information – Parent / Carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Nature of Incident
<input type="checkbox"/> Psychological abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Emotional abuse <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other

This incident is	
<input type="checkbox"/>	Suspicion of harassment or abuse
<input type="checkbox"/>	Recognized harassment or abuse

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Contact Number (C)	Contact Number (Alt)
Your role within Aquatics If Other – Please state your role i.e. Medic	Parent <input type="checkbox"/> Coach <input type="checkbox"/> DSO <input type="checkbox"/> Team Leader <input type="checkbox"/> Athlete <input type="checkbox"/> Official <input type="checkbox"/> Other <input type="checkbox"/>		
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

Incident details (continued)

Alleged victims account of the incident

Witness Account & Details

Please provide any witness accounts of the incident

Name & ID Number of
the Witness

Name

ID Number

Adult ☐

Child ☐

Your role within
Aquatics
If Other – Please state
your role
i.e. Medic

Parent ☐ Coach ☐ DSO ☐ Team Leader ☐ Athlete ☐
Official ☐ Other ☐

Address

Contact number(s)

Email

Details of any person involved in this incident or alleged to have caused the incident / injury


Name, ID Number & Gender	Name	ID Number	M <input type="checkbox"/> F <input type="checkbox"/>
Their relationship with the alleged victim	Parent <input type="checkbox"/> Coach <input type="checkbox"/> DSO <input type="checkbox"/> Team Leader <input type="checkbox"/> Athlete <input type="checkbox"/>		
If Other – Please state their role	Official <input type="checkbox"/> Other <input type="checkbox"/>		
Address			
Contact number(s)			
Email			
Action Taken			
Please provide details of action taken to date			

Has the incident been reported to Northern Tigers Swimming		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>	Date	Signature ✕
If the incident has not been reported to NTS please explain this decision		
Print name		
Today's date		

Has the incident been reported to any external agencies	
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

Child/Adult Protection Services details	
Name of Contact person	
Contact Number	
Email Address	
Action taken or details of advice given	
South African Police Services (SAPS)	
Location of SAPS Offices	
Name of Contact person	
Contact Number	
Email Address	
Action taken or details of advice given	
SAPS Case Number or OB Number	

Declaration of person reporting the incident	
Your signature	x
Print name	
Today's date	
Declaration	I confirm that this incident has been reported by me to the Northern Tigers Swimming Safe Guarding Officer on the ____ day of _____ 20__

Incident Report received by the Northern Tigers Swimming Safeguarding Officer	
Safeguarding Officer's name	
Date received	
Your signature	

ⁱ Please provide and include as much detail as possible if a child or vulnerable adult has spoken with you, write down the exact details of the conversation. Do not lead the alleged victim into making claims which can be unfounded. Attach a separate sheet if more space is required