



RISING STARS SAFEGUARDING POLICY

RISING STARS acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults participating in football and is committed to ensuring safeguarding practice reflects statutory responsibilities, and is aligned to the FIFA Guardian guidelines and complies with recognized best safeguarding practices.

Safeguarding is considered to be the responsibility of organizations to make sure their staff, volunteers, operations and programmes do no harm to children or adults, or expose them to harassment, abuse or exploitation. It is, however, increasingly becoming best practice to think about how we safeguard everyone in our organisations at all times, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment.

All **RISING STARS** Academy members have the right to participate in the club's activities free from non-accidental harm irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

The club recognizes the human rights protections for children and adults as set out in the Bill of Rights of the Constitution of the Republic of South Africa (1996) including that "a child's best interests are of paramount importance in every matter concerning the child."

Rising Stars 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 harassment, abuse or any 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.

Rising stars acknowledges that some children and adults in our community 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 **Rising Stars** activities 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 **Rising Stars** Safeguarding policy and procedures will be widely promoted and are mandatory for everyone involved in club's activities. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Rising Stars 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 vulnerable 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 SAFA Cape Town, SAPS and Social Service Providers;
- working with other organisations as required;
- acting as the designated person for Safe Recruitment practice.

Monitoring

The policy will be reviewed after three years or in the following circumstances:

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

This policy was adopted by the board of **Rising Stars**

On the _____

Signed: _____

Designation: _____

Annexures:

1. Vetting Procedures compliant with South African Legislation
2. Reporting & Case Management Procedures
3. Reporting Form

Annexure 1 - Vetting Procedures compliant with South African Legislation

Vetting Procedures

1. All staff and volunteers working with **Rising Stars** are required to be vetted in order to establish whether they have any criminal convictions or other past behaviour that suggests that they are unsuitable to work with children or vulnerable adults.
2. Vetting must be conducted for all staff and volunteers who have regular contact with children or vulnerable adults and must meet the requirements of South African legislation.
3. Regular contact is defined as more than once per month.
4. All staff and volunteers are required to submit a current police clearance certificate no older than 3 months before being engaged by the club.
5. All staff and volunteers must also provide the names of two referees who will be asked to provide a written reference to the member of staff's or the volunteer's good character and suitability to work with children or vulnerable adults.
6. International volunteers working with children and vulnerable adults at the club are required to provide a current international police clearance certificate.

Annexure 2 - Reporting Procedures

Reporting & Case Management Procedures

1. Everyone in the club, officers, staff, volunteers, players, parents, carers and visitors should know how to report any concerns regarding the welfare of any other person at the club. Any person may report concerns.
2. Concerns regarding Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect), Poor Practice or a Perceived Failure of the club to Safeguard should be reported to the club's Safeguarding Officer.
3. Concerns must be recorded using the club's reporting concerns template. These can be completed by the person raising the concern or together with the club's Safeguarding Officer.
4. In situations where the child or adult is considered to be in immediate danger it will be necessary to notify the SAPS or social services.
5. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to SAPS any member of staff or volunteer implicated in the matter will be suspended from all club activities pending the outcome of any criminal proceedings.
6. Where no criminal proceedings result from a complaint to SAPS, the club may investigate the matter to determine if there is a disciplinary case to answer.
7. Where Maltreatment (Harassment or Sexual, Physical, Emotional Abuse or Neglect) is reported to Social Services any member of staff or volunteer implicated in the matter may be suspended from all club activities pending the outcome of the social services investigation.
8. Where Poor Practice or a Perceived Failure of the club to Safeguard is reported the club may suspend any member of staff or volunteer implicated in the matter pending an investigation and any resulting disciplinary action.
9. Where appropriate the club will properly investigate any concerns raised, except where the matter has been referred to SAPS, and determine whether there is a disciplinary case to answer, whether some remedial action is appropriate or there is no case to answer. The club may appoint a suitably qualified independent investigator in such cases.
10. Any internal disciplinary hearings will be heard by an independent three-person tribunal headed by someone with a legal background. The independent tribunal will set their own rules. The appellant in disciplinary hearings will have a right of appeal before a second independent three-person appeals tribunal also headed by someone with a legal background.

11. The club will act on the recommendations of the disciplinary or appeals tribunals including where appropriate suspending or banning persons found guilty of maltreatment, continued poor practice or failure to safeguard.
12. Confidentiality is an important factor in the reporting, recording and processing of safeguarding concerns. The safeguarding concern will only be disclosed or discussed with those people within or outside the club that need to know in order to manage the case and to safeguard the individual(s) from maltreatment.
13. 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 the club's Safeguarding Officer(s).
14. 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. **Rising Stars** 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.
16. 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.

Contact Academy Director – Richard McEnery Director@risingstars.co.za

Important Contacts for Reporting Concerns

Ocean View SAPS [021 783 8308](tel:0217838308)

Community officer - Rasheed - 081 585 3600

Safeguarding Officer - Lauren Stewart – 078 689

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Annexure 3- 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 need protection, then call your local SAPS and/or Social Services.

This form should be used by club officials to record the details of any concerns raised. 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.

DETAILS OF PERSON COMPLETING THE FORM

Name: _____
Position Held: (Safeguarding Officer/Coach, etc.) _____
Club: _____
Address: _____
Postcode: _____ Contact Numbers: _____
Name/details of person who raised concern (if different from above): _____

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

Name: _____
Position: _____
Club Name: _____
Relationship to alleged victim: _____

DETAILS OF ALLEGED VICTIM (if more than one, continue on a separate sheet)

Name: _____
Organisation: _____

DETAILS OF INCIDENT Email/Contact Number _____

Any identified special needs or disability? _____
Date(s) of incident(s): _____

Description of the incident(s) (please include as much detail as possible. If a child or vulnerable adult talked to you, write down the exact details of the conversation – remember not to lead them. Please include any other information including location, number of incidents, any witness details etc. - please continue on a separate sheet of paper if necessary)

Any actions taken?

Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number:

Children/Adult Social Services

Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice: _____

South African Police Service (SAPS)

Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice:

Any relevant additional information

Signed _____