Knysna Yacht Club SOP 3

Safeguarding Policy 2.1.4

KYC is committed to a welcoming club where everyone can enjoy sailing, canoeing and club life free from abuse, harassment, bullying, exploitation and neglect. A person's safety and dignity always come before sporting results or the club's reputation.

1 Who this policy protects

This policy applies to members, visitors, committee members, employees, coaches, officials, contractors and volunteers. It covers the Junior Training Centre, training and regattas, club trips, Sea Cadet visits, the clubhouse, restaurant and bars, play area, ablutions, slipway, jetties and moorings, and communications linked to club activities.

A child is anyone under 18. Particular care must also be taken with adults who may need support to protect themselves because of disability, illness, age or other circumstances. Listen to their wishes and provide accessible ways to seek help. Concerns about harm outside the club must also be reported.

2 Responsibility and reporting contacts

- General Committee appoints a trained Designated Safeguarding Officer and a deputy, provides resources and reviews implementation. Their names and direct contact details must be displayed at the club and supplied to parents, staff and event participants.
- The Safeguarding Officer receives concerns, arranges protection and referrals, keeps secure records and liaises with SA Sailing and statutory authorities. The deputy acts when the officer is unavailable or has a conflict of interest.
- Club Manager Robin Rumbelow coordinates daily implementation, staff briefings and recruitment checks. Until an officer is appointed, concerns go to the Club Manager or Commodore for immediate referral to the appropriate safeguarding or statutory authority.
- The lead coach manages supervision during training. At regattas, the Race Officer ensures that a named safeguarding contact is available on site, briefs officials and activates the reporting procedure. Action must never depend on the Club Manager being present.
- Everyone must follow this policy and report concerns promptly. Parents provide accurate consent and emergency information and arrange collection. Outside organised activities, parents or their nominated adult supervise their children; this does not remove KYC's duty of care.

3 Selecting and briefing adults

Before appointing staff or volunteers to junior or vulnerable participant roles, KYC checks identity, references, relevant qualifications and a signed self-disclosure. KYC obtains criminal record clearance and checks the National Register for Sex Offenders and Part B of the National Child Protection Register through the applicable official processes. A police clearance alone is insufficient. No unscreened person may have unsupervised responsibility for children.

Adults in these roles must receive safeguarding awareness training, read this policy and sign the applicable code of conduct. The Club Manager keeps a confidential record of checks and renewals in line with current legal and SA Sailing requirements.

External safeguarding contact: SA Sailing on 021 531 1860 or safeguarding@sailing.org.za. Current guidance and reporting forms: www.sailing.org.za/who-we-are/safeguarding.

4 Behaviour expected at KYC

- Treat everyone fairly and respectfully. Physical punishment, humiliation, threats, discrimination, sexual comments, unwanted touching, grooming, hazing and bullying, including online bullying, are prohibited. Never ignore harmful behaviour between children.
- Adults must not pursue sexual or romantic relationships with children or exploit a coaching, employment or other position of trust. Do not use gifts, favouritism, secrecy or personal messages to create inappropriate relationships.
- Work in visible, open areas. Avoid being alone with a child in an office, boathouse, boat or vehicle. Planned individual coaching must be agreed with the parent and lead coach and remain observable. Never take a child to a private home as part of club activity.
- Explain necessary physical assistance, seek agreement and respect privacy. Help with buoyancy aids, wetsuits or first aid should be visible to another adult wherever practicable. Record unavoidable exceptions and inform the safeguarding contact and parent, unless doing so creates risk.

5 Junior sailing and club activities

- Before each session, the lead coach confirms attendance, parental consent, medical or support needs, emergency contacts, authorised collectors and sufficient suitable adults. Set supervision levels for the participants' ages, abilities, conditions and activity. Youth helpers do not replace responsible adults.
- Keep an attendance and handover record. Account for sailors before launch, during activity and on return. Follow KYC's training and emergency procedures. Adjust or stop activity for unsafe conditions, injury, distress or inadequate supervision; never force a frightened or injured child to continue.
- Children awaiting collection remain in a safe, visible place with suitable supervision. Contact the parent and emergency contact if collection is late. Report a missing child immediately to the activity leader and activate the emergency procedure without delay.
- Arrange separate changing times or private cubicles for juniors. Adults must not change or shower alongside children. An adult entering to supervise or assist should announce their presence and be accompanied by another suitable adult where practicable. Phones, cameras and filming are prohibited in changing and shower areas.
- Restaurant and bar staff must report concerning behaviour involving children or vulnerable adults, including unsafe attention from patrons. Do not serve alcohol to under 18s. Adults supervising juniors must not be under the influence of alcohol or drugs. Keep juniors away from kitchen, bar service and hazardous working areas unless part of an authorised supervised activity.

6 Trips photographs and communication

For away regattas and trips, appoint a responsible trip leader and obtain written parental consent covering transport, accommodation and supervision. Avoid lone adult transport with a child; any unavoidable exception requires prior parent and leader agreement, or prompt recording and notification after an emergency. Adults must not share bedrooms with unrelated children.

Use approved club channels for junior communications and include a parent or another responsible adult. Do not send private, disappearing or sexual messages. Obtain parental permission and the child's agreement for club photographs and publication. Respect refusals, avoid identifying details that create risk, and never photograph distress or undress.

7 What to do about a concern

Report any disclosure, unexplained injury, fear of an adult, marked behaviour change, bullying, unsafe adult conduct or suspected abuse. Proof is not required. Concerns may be raised verbally, in writing or anonymously. Children may approach any trusted adult, who must pass the concern on.

- Protect first. If anyone is in immediate danger, contact the police or emergency services and obtain medical help. Call 112 from a mobile or SAPS on 10111. For an on-water emergency, activate the relevant KYC emergency plan.
- Listen calmly. Take the person seriously, reassure them that speaking up was right and explain that you must share the concern with people who can help. Do not promise secrecy, ask leading questions, confront the alleged offender or investigate the allegation yourself.
- Report immediately to the Safeguarding Officer or deputy. If neither is available, contact the Club Manager or Commodore. If the concern involves one of these people, bypass them and contact an uninvolved safeguarding contact, SA Sailing or the statutory authorities directly. Never wait for a committee meeting.
- Record promptly. Write down the person's exact words, what you observed, names, dates, times, location and action taken. Sign and date the record and pass it securely to the safeguarding contact. Preserve relevant messages or other evidence; do not circulate them in club groups.

8 Referrals and protection

Anyone who knows, reasonably believes or suspects that a sexual offence has been committed against a child or another person protected by section 54 of the Sexual Offences Act must report it immediately to a police official. An internal report does not replace this duty. Do not wait for consent, proof or club approval.

Other suspected child abuse or neglect must be referred promptly to SAPS, the provincial Department of Social Development or a designated child protection organization. Use Appendix C Safeguarding Form to report any incidents to the club. Anyone with a personal legal reporting duty must ensure it is fulfilled. The Safeguarding Officer assists with referral and informs SA Sailing where relevant.

Consult the relevant authorities before informing parents if notification could put the child at risk or compromise an investigation. Seek an adult's informed consent to referrals where appropriate, while meeting legal reporting duties and addressing immediate danger.

KYC must promptly restrict contact or duties where necessary to protect participants, following applicable employment and club procedures. Such measures do not determine guilt. The club cooperates with official investigations and manages disciplinary action fairly under its constitution, rules, employment procedures and applicable SA Sailing processes, including relevant appeal rights.

9 Confidentiality and review

Share information only with people who need it for protection, referral or a fair process. Keep records securely with restricted access, retain them for legal and safeguarding needs and dispose of them securely when appropriate. Do not discuss cases in bars, WhatsApp groups or newsletters. Retaliation against anyone raising a concern in good faith is prohibited.

Gencom reviews this policy annually and after a serious incident or relevant change. The Club Manager makes it available to members, staff, parents and visiting groups. Breaches may result in training, restrictions, disciplinary action or referral to authorities.

Approved by General Committee: _____ Effective date: _____

Review due: _____ Safeguarding Officer: _____

Basis: Adapted from SA Sailing Safeguarding Policy Rev 10.0, reviewed March 2025. Read with current South African safeguarding law and KYC activity and emergency procedures.