AMA WILDERNESS - AMARIDERS
SAFEGUARDING POLICY

AMARIDERS acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults participating in CYCLING and related activities and is committed to ensuring safeguarding practice reflects statutory responsibilities, and is aligned 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.

For the purposes of this policy: a "child" means any person under the age of 18 years, in accordance with the Children's Act 38 of 2005; a "vulnerable adult" means a person who, because of age, disability, illness, or other circumstance, may be unable to protect themselves from harm, abuse, or exploitation.

All AMARIDERS members have the right to participate in the Amariders 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 Amariders recognise 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.”

AMARIDERS 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.

AMARIDERS 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 AMARIDERS activities whether in a paid or voluntary capacity. This includes club members, participants in Amariders activities their parents/guardians or carers, club coaches, officials, helpers, medical personnel and service providers.

The AMARIDERS 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.

Amariders shall appoint a competent person to be the Amariders safeguarding officer.

The Amariders 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 Amariders;
- 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 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 a result of any other significant change or event.

This policy was adopted by the board of Ama Wilderness

Annexures:

- Vetting Procedures.
- Reporting & Case Management Procedures.
- Safeguarding Incident Recording Form

Annexure 1 - Vetting Procedures compliant with South African Legislation

Vetting Procedures

1. Amariders and volunteers working with Amariders could be 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 Amariders 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 Amariders and volunteers could be required to submit a current police clearance certificate no older than 3 months before during engagement by the Amariders.

5. All Amariders and volunteers must also provide the names of two referees who will be asked to provide a written reference to the member of Amariders 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 Amariders are required to provide a current international police clearance certificate.

Annexure 2 - Reporting Procedures

Reporting & Case Management Procedures

1. Everyone in the Amariders, officers, volunteers, players, parents, carers and visitors should know how to report any concerns regarding the welfare of any other person at the Amariders. 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 Amariders Safeguarding Officer.

3. Concerns must be recorded using the Amariders 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 amariders 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 Amariders 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 Amariders or volunteer implicated in the matter may be suspended from all Amariders 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 Amariders may suspend any member of Amariders or volunteer implicated in the matter pending an investigation and any resulting disciplinary action.

9. Where appropriate the Amariders 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 Amariders 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 Amariders 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 important factor 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 Amariders 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. Amariders 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 Ama wilderness – Antony Wannell antony@wildoke.co.za

Important Contacts for Reporting Concerns

SAPS 046 603 9152

Community Officer – Malibongwe Toto 060 324 4589

Safeguarding Officer – Kirsty Alexander 060 781 1097

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 Amariders 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: Amariders :

Address:

Position Held: (Safeguarding Officer/Coach, etc.)

Postcode: Contact Numbers:

Name/details of person who raised concern (if different from above):

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

Name: Amariders:

Position:

Relationship to alleged victim:

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

Name:

Organisation:

Postcode Email/Contact Number

DETAILS OF INCIDENT

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 addition

Date and time report received:

Signature of person completing form: _____ Date: _____