



GolfRSA Safeguarding Policy:
Policy and Procedures for Safeguarding Participants in Amateur Golf in
South Africa from Harassment, Abuse and Poor Practice

[Version January 2024]

The body of this Policy has four appendixes:

- A: GolfRSA Safeguarding Code of Conduct
- B: GolfRSA Club Safeguarding Policy Acceptance
- C: GolfRSA Safeguarding Incident Recording Form
- D: GolfRSA Safeguarding Pathways & Key Role Descriptions
- E: GolfRSA Safeguarding Risk Assessment

and ten Supplements:

1. Introduction to Safeguarding
2. Reporting Protocols and Procedures
3. Safe Recruiting and Vetting
4. Safe Golf and Coaches
5. Safe Golf Clubs Guidance
6. Communication & Social Media
7. Travel Guidelines
8. Photography, Video & Use of Images
9. Types of Harassment, Abuse & Poor Practice
10. Recognising Harassment, Abuse & Poor Practice

each of which form one indivisible policy but which may be distributed separately for ease and convenience.

1. Purpose

The purpose of the GolfRSA Safeguarding Policy, including the Appendixes and Supplements (jointly “**the Policy**”) is to ensure that golfers and others taking part and involved in golf can do so without fear of harassment or abuse. The key objectives of the policy are to:

- Ensure everyone in golf 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 golf to report the incident without fear of victimisation or retaliation.
- Ensure an appropriate and co-ordinated response to any incidents of harassment or abuse within or connected to participation in golf, irrespective of whether they arise at local, national or international level.
- Implement effective measures that minimise the likelihood of incidents of harassment and abuse arising.

2. Scope

- 2.1 This Policy is effective as of 1 September 2022.
- 2.2 This Policy will be reviewed regularly to ensure it continues to meet our responsibilities as a national federation and to reflect any relevant changes in the environment in which we operate and any significant incidents in the sport. GolfRSA thanks the *South African Gymnastics Federation* for allowing it to use its proprietary documentation to assist in the creation of this Policy.
- 2.3 This Policy applies to all golfers, members of the athlete entourage including but not limited to coaches, trainers, chaperones, rules officials, agents, medical personnel and any individuals acting on behalf of GolfRSA such as directors, officials, administrators, members, and service providers whether employed, contracted or voluntary (herein referred to as a “**participants**”).
- 2.4 GolfRSA administers, operates and provides services to amateur golf in South Africa and as such has the following key responsibilities:
- working across the full spectrum of golf development in South Africa;
 - providing support services to Unions and Clubs and maintaining a uniform system of handicapping, administering and applying the Rules of Golf;
 - providing championships and competitions for all ages and abilities; and
 - identifying and developing the country’s most talented amateur golfers, with the very top players joining GolfRSA’s elite National Squads for specialised training and playing opportunities.
- 2.5 Golf RSA conducts the following activities in terms of its role as the custodian of amateur golf in South Africa:

A: Development Programs:

- provide coaching for new golfers at various points across the country, mostly via Unions; or
- via certified PGA of SA or SAGDB coaches.

B: Tournaments and Championships (both independent entry and team events):

- GolfRSA (national events) and Unions (provincial events).
- In some instances, GolfRSA provides the accommodation for participants (e.g. interprovincial tournaments);
- Unions: send teams with managers to national team events; and
- Unions: host team events and in some instances make arrangements for same.

C: National Squads: camps, coaching/training (some sessions may be one on one), events and tours.

D: International / national team events / external team events – for which selections are made, training, tournament participation, tours; and

E: Acting as the **SASCOC recognised federation** to the Unions.

2.6 The following entities are excluded from this Policy:

- Organisations either associated with GolfRSA or independent (e.g. PGA of SA & WPGA), which should have their own Safeguarding Policies with regards to their own participants and members. However, it is the stated aim of GolfRSA to ensure that these policies are very similar to this one for presentation to SASCOC;
- Golf clubs, driving ranges, mashie courses – these are independent businesses, even if GolfRSA uses their facilities;
- Sunshine Tour / Sunshine Ladies Tour (even though amateurs participate in some of these tournaments);
- Other tours: IGT, Standard Bank Pro-Am Ladies Series (amateurs participate), PGA of SA events;
- Golfers who are not affiliated to GolfRSA and do not have an official HNA golf handicap, but are playing golf: this is a sizeable segment of the golf market; and
- External events: e.g., schools league, inter-school events.

2.7 Whilst these entities are excluded from the Policy in principle as being separate business or not affiliated, this policy still provides guidance for the golfing community at large in relation to their behaviour and mechanisms for reporting harassment and abuse and anyone taking part in GolfRSA activities from these organisations will be subjected to the policy guidelines and requirements.

2.8 Where a participant is under a contract of employment with GolfRSA and an incident of harassment or abuse occurs relating to their employed role, the employment procedures will apply. However, where a participant is sanctioned under employment procedures, this can be addressed under

these procedures to the extent that it impacts on the participant's suitability to continue to participate outside of their employment relationship.

- 2.9 GolfRSA will implement safeguards aimed at protecting all participants in golf from harassment and abuse irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or athletic ability.
- 2.10 GolfRSA recognizes that in all matters concerning the care, protection and well-being of a child the standard that the child's best interest is of paramount importance must be applied. 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* and the *Constitution of South Africa*. The GolfRSA will implement safeguards specifically aimed at protecting all children participating in golf.
- 2.11 Any incidents of harassment or abuse that are perpetrated against a child **must** be report to the relevant Child Protection Authorities (South African Police Service (SAPS), Department of Social Development, Registered Child Protection Agency) in accordance with the *Children's Act 38 of 2005* as amended and the *Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007* as amended.
- 2.12 GolfRSA recognises that children and adults may participate in golf activity, who are, or may be, in need of services by reason of mental or other disability, age or illness, and who are, or may be, unable to take care of themselves, or unable to protect themselves against significant harm, abuse or exploitation. GolfRSA will implement safeguards specifically aimed at safeguarding children and adults participating in the sport and recreational activities of golf in need of care and support.
- 2.13 Any incidents of harassment or abuse that are perpetrated against a child or adult with a mental disability must be reported to the relevant authorities.
- 2.14 This Policy is applicable to all levels of the sport and provides a framework for those involved in golf to meet their duty of care towards all who participate in the sport regardless of whether they are a competitive or recreational golfer, staff, volunteers, spectators or service providers. The policy is mandatory for all GolfRSA staff, members and volunteers. Any individual or organisation that is providing a service to GolfRSA must also demonstrate that they comply with these standards. Anyone who manages or has overall responsibility for a golf club or organisation must support their Safeguarding Officer to fulfil their role and ensure their organisation is fully compliant with this policy.

3. Definitions

The following definitions are used in these policies and procedures:

- 3.1. **Harassment** is defined by 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 to be acceptable and what they regard as offensive.
- 3.2. **Sexual harassment** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse.

- 3.3. **Abuse** can be expressed in four forms which may occur in combination or in isolation.
- psychological abuse
 - physical abuse
 - sexual abuse,
 - neglect.
- 3.4. **Psychological abuse** means any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, infantilising, or any other treatment which may diminish the sense of identity, dignity, and self-worth.
- 3.5. **Physical abuse** means 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.
- 3.6. **Sexual abuse** means any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/manipulated or is not or cannot be given.
- 3.7. **Neglect** means 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.
- 3.8. 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.
- 3.9. **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 GolfRSA or its affiliated members and clubs does not imply involvement in regulated activity in itself. 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.
- 3.10. **Regular contact** is defined as more than once per month.
- 3.11. **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.
- 3.12. **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.
- 3.13. **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.
- 3.14. **Person with a Physical Disability** can be a child under 18 years of age or an adult over 18 years of

age who is, or may be, or might not be, in need of services by reason of physical disability.

- 3.15. **Vulnerable Adult** is 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, marginalised gender identities, refugees and people living with HIV/AIDS.
- 3.16. **Club** means a golf club within South Africa that is affiliated to a Union, that in turn is regulated by GolfRSA.
- 3.17. All definitions in this Policy, any Appendices or the Supplements are to be defined terms applicable throughout all of those documents.

4. GolfRSA Roles and Responsibilities

GolfRSA accepts its responsibility to implement safeguarding arrangements and procedures to protect all participants from harassment and abuse and will:

- Provide effective leadership to promote and implement our safeguarding policy and embed a no-tolerance approach to harassment and abuse;
- Identify a competent person(s) to assess and respond to safeguarding concerns;
- Develop and implement codes of conduct which establish behaviours and boundaries by which all participants, no matter how senior, are held to account;
- Ensure all participants understand and abide by the GolfRSA Safeguarding policy, procedures and codes of conduct;
- Ensure all participants are provided with appropriate information and training to recognize, identify and respond to signs of harassment and abuse;
- Share information with relevant stakeholders, including the South African Police Service, Child and Adult Protection Services and SASCOC;
- Respond to all incidents or concerns, and provide appropriate support to the individual(s) involved, including the person who reported the concern;
- Ensure that confidential, detailed and accurate records of all concerns are maintained and securely stored;
- Ensure robust safeguarding arrangements and procedures are in place, including background checks to prevent unsuitable individuals from being appointed to a position of authority;
- Ensure all members and their affiliated clubs have effective arrangements in place to protect participants from harassment and abuse within the club environment; and
- Ensure all participants representing a member or affiliated club at a GolfRSA event understand

and comply with GolfRSA policy, procedures and codes of conduct.

5. Unions Roles and Responsibilities

The responsibility to lead the implementation of this policy is shared with the Unions, who shall:

- adopt the GolfRSA Safeguarding Policy and Procedures
- ensure all affiliated clubs have adopted GolfRSA Safeguarding Policy and Procedures;
- ensure all clubs in their jurisdiction have a Safeguarding Officer and Safeguarding Policy in place;
- ensure that all events conducted under their jurisdiction have a Safeguarding Officer in place,
- that a risk assessment has taken place and that safeguarding measures have been implemented.

6. Affiliated Clubs Roles and Responsibilities

6.1 All golf clubs who provide services to children and adults have a common law duty of care to take such steps that, in the circumstances of a golf club, are reasonable to ensure the safety and welfare of both children and adults.

6.2 The safety and welfare of children and adults should be a priority for all golf clubs.

6.3 This Policy sets out the minimum standards that golf clubs should apply. GolfRSA will provide support and guidance to help golf clubs meet their responsibilities.

6.4 All golf clubs must ensure that:

- the overall responsibility for safeguarding sits at the most senior level of their club;
- there is at least one suitably trained and competent Safeguarding Officer designated within the club to take the lead role in dealing with safeguarding issues. The responsibilities of the individual should include:
 - promoting the safety and welfare of children and adults;
 - promoting the importance of safeguarding;
 - 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 GolfRSA and local Statutory Authorities;
 - working with other organisations as required;
 - acting as the designated person for criminal records checks;

- the Club Safeguarding Officer has completed GolfRSA approved Safeguarding Officers training;
- the Club Safeguarding Officer has undertaken a criminal record check.
- all staff and volunteers, who are working with children or adults receive appropriate safeguarding awareness training, updated every three years, and have access to advice on child protection, safeguarding and promoting the welfare of children through the Club Safeguarding Officer;
- all children and their parents, are aware of behaviour that is not acceptable and how they can help to keep themselves safe;
- they support Whistle Blowing and take steps to ensure members, their parents/carers, and others, feel able to raise concerns without fear of negative repercussions;
- confidentiality is maintained in relation to concerns and referrals and information is only shared on a genuine 'need to know' basis in line with GolfRSA confidentiality and information sharing guidance.
- that they comply with the GolfRSA guidance on Safe Recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility;
- they comply with all the applicable supplementary policy and guidance and accept responsibility for identifying and responding to any deficiencies or weaknesses in its arrangements for safeguarding and promoting welfare of children and adults;
- they work in partnership with GolfRSA to ensure poor practice is addressed and any required remedial action is taken.

7. Participants Roles and Responsibilities

- 7.1 All participants must comply with GolfRSA safeguarding policy, procedures and codes of conduct and specifically not engage in, allow, condone, or ignore incidents of harassment and abuse and be supportive of other participants who report concerns.
- 7.2 Any participant who has reason to believe that another participant has or is experiencing harassment and abuse connected to their role in the sport has a duty to report it to GolfRSA.
- 7.3 Failure to comply with the policy and procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.

8. Monitoring and Review

- 8.1 This Policy will be reviewed regularly to ensure it continues to meet our responsibilities as a national federation and to reflect any relevant changes in the environment in which we operate and any significant incidents in the sport.

9. Retention of records

- 9.1 Any information relating to complaints of harassment or abuse will be stored securely and be

compliant with the requirements of the Protection of Personal Information Act.

- 9.2 Any information about poor practice or complaints about harassment and abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.
- 9.3 Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
- 9.4 Any records relating to disciplinary action taken by GolfRSA should be retained in accordance with the retention periods set out in the *GolfRSA Code of Conduct & Ethics Code and GolfRSA Disciplinary Code*.

10. Safeguarding Officers

- 10.1 Although everyone in golf has a duty of care to safeguard participants, an important strategy in safeguarding in sport is the designation of an individual who is responsible for safeguarding and promoting the welfare of participants in the sport. GolfRSA, its Unions and affiliated clubs as well as all any event sanctioned by GolfRSA or its structures are required to appoint a competent person as their Safeguarding Officer.
- 10.2 GolfRSA will appoint two competent person(s) as National Safeguarding Officer(s) (one of each gender) who will lead on all safeguarding matters nationally and will be available to advise and support Safeguarding Officers appointed at Union and club levels as well as for events.
- 10.3 Each of the Unions will appoint a competent person(s) as safeguarding officer(s) at a Provincial level.
- 10.4 All GolfRSA affiliated clubs must appoint a competent person(s) as their safeguarding officer (please see Appendix D for more detail).
- 10.5 Club Safeguarding Officers need to be appropriately trained and have an understanding of the different forms of harassment and abuse and their definitions. They act as a first point of contact for any person in golf at a club level who has a concern about the welfare and protection of a child, person with a mental and/or physical disability, young adult or other vulnerable adult. They will assist the union and club in developing and promoting a safe and friendly environment and are responsible for disseminating safeguarding information to their clubs as needed.
- 10.6 All events registered through GolfRSA must appoint a competent person(s) as the safeguarding officer(s) for the event.
- 10.7 Safeguarding Officers are responsible for:
 - Responding to harassment, abuse and poor practice concerns;
 - Providing support and advice on the implementation of procedures that safeguard and promote the welfare of participants.

- 10.8 In order to avoid any potential conflicts of interest in respect of a club safeguarding officer, the role must not be taken on by a key member of the club coaching team, club owner or executive or member of these individual's immediate family.
- 10.9 In order to avoid any potential conflicts of interest with regard to an event safeguarding officer, the role must not be taken on by a key member of the event organising team or a member of his/her immediate family.
- 10.10 All Safeguarding Officers are required to undertake GolfRSA training on safeguarding participants in golf prior to their appointment and to attend regular updates.

~

Appendix A: Safeguarding Code of Conduct

Everyone acting on behalf of GolfRSA, its members and affiliated clubs is obliged to abide by the safeguarding code of conduct below. It is therefore reasonably assumed that:

- you have read the Safeguarding Policy
- you agree to fulfil your duty of care to safeguard children and vulnerable adults to the best of your ability, and
- you agree to abide by the principles and behaviours as outlined in the Safeguarding Statement below.

Disciplinary action will be taken if the Safeguarding Statement is breached. What is Your Duty of Care?

Anyone working with children or vulnerable adults has a legal and moral duty of care to do all they can to protect them from harm. Specifically, this means:

- A duty to behave in a way that does not place children or vulnerable adults at risk of harm
- A duty to report all safeguarding concerns about specific children or vulnerable adults to the GolfRSA and ensure these concerns are addressed.

Safeguarding Statement

As a representative of the GolfRSA, you confirm that you will abide by all the GolfRSA safeguarding expectations. You agree you will always:

- Work in a way that respects children's rights and the rights of vulnerable adults, and places their best interests above all other considerations.
- Conduct myself with the highest professional standards in line with GolfRSA mission, values and behaviours.
- Act on safeguarding concerns swiftly and pass information to the appropriate safeguarding person so that action can be taken to reduce the risk of harm to children or vulnerable adults.
- Treat everyone with equal respect, without discrimination, regardless of their gender, culture, ethnicity, age, religion, sexual orientation, or ability.
- Work in a way that makes provision for children or vulnerable adults who require additional support due to their own needs or circumstances in order for them to access the same level of protection or opportunities that others may have.
- Respect cultural and religious differences when engaging with children and vulnerable adults and their families, and be sensitive to these in your interactions with them.
- Maintain appropriate professional and personal boundaries at all times whenever you have direct or indirect contact with children or vulnerable adults. This includes online and digital contact.
- Ensure that all data you obtain through your role is handled with the highest regard for safety and privacy, including collection, storage and sharing of information where appropriate. All personal data and sensitive children's and vulnerable adult's data will be stored in line with the protection of personal information legislation.

- Ensure you have completed all safe recruitment checks that the GolfRSA requires of you with integrity and honesty.

Never

- Share personal details with children or vulnerable adults including online or digital information.
- Spend time alone with children or vulnerable adults, where your actions cannot be accounted for.
- Initiate physical contact with a child or a vulnerable adult (including hugging, picking them up) except when providing manual support after receiving explicit consent from the golfer.
- Engage in any physical abuse of a child or adult at risk (including hitting, slapping, shaking, throwing, pushing or otherwise causing physical harm).
- Engage in any sexual activity (contact or non-contact) with a child or vulnerable adult (including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching including penetrative or non-penetrative acts, or use of adult sex workers).
- Engage in any form of financial or material exploitation (including stealing, fraud, misuse or misappropriation of property, possessions or benefits) behaviour through or during your work with GolfRSA.
- Perform tasks of a personal nature for a child or vulnerable adult.
- Endorse the participation of a child or vulnerable adult in abusive activities (e.g., bullying, hazing, neglect, withholding medication, food or shelter, or ignoring medical, physical or emotional needs).
- Emotionally or psychologically abuse a child or vulnerable adult by acting in a way that shames or degrades them (including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating or intimidating).



Appendix B: Club Safeguarding Policy Acceptance

Club Safeguarding Policy

_____ Club acknowledges the duty of care to safeguard and promote the welfare of children and adults participating in golf and is committed to ensuring that its safeguarding practice reflects statutory responsibilities and complies with best practice and the requirements of GolfRSA.

This Club subscribes to the GolfRSA Safeguarding Policy (found at www.golfrsa.co.za) (**“the Safeguarding Policy”**) and endorses and adopts the Policy contained in that document.

What is Safeguarding?

Safeguarding can be defined as protecting vulnerable individuals from abuse, neglect or any form of intentional harm. Harm can come from adults, other children, or people working closely with these vulnerable individuals i.e., coaches. Our primary focus is on children and vulnerable adults but can extend to more able persons in extreme cases.

Why is it Relevant?

SASCOC adopted a Safeguarding Policy in November 2019 and as a member of SASCOC, GolfRSA is obliged to implement its own safeguarding policy and management framework for the safeguarding obligations of GolfRSA in terms of the SASCOC Policy. The Safeguarding Policy has been submitted to SASCOC and was provisionally effective as of 1 September 2022 and applies to all GolfRSA activities within South Africa, as well as traveling golf teams outside of South Africa under the auspices of GolfRSA. As such, it applies equally to GolfRSA, the SAGDB, SADGA, all Unions and all affiliated golf clubs within South Africa.

One of the most important elements is that individual golfers who have legitimate safeguarding complaints can report to GolfRSA in a safe and confidential way and where that reported activity is objectively harmful in terms of GolfRSA’s policy and global best practice, that GolfRSA can act on that in a speedy and effective way.

As such, the Club shall:

- promote and prioritise the safety and wellbeing of children and vulnerable adults;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults;
- ensure appropriate action is taken in the event of incidents/concerns of harassment, abuse or poor practice and that support is provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- prevent the employment/deployment of unsuitable persons;
- ensure robust safeguarding arrangements and procedures are in operation.

The Club also acknowledges that some children and vulnerable adults can be particularly vulnerable to harassment, abuse or poor practice and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

The Safeguarding Policy applies to everyone attending the Club 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 Safeguarding Policy will be widely promoted and is mandatory for everyone involved in the business of golf at the Club.

The Club shall appoint a competent person to be the club's safeguarding officer. The club safeguarding officer shall be responsible for:

- promoting the safety and welfare of children and adults at the club;
- promoting the importance of safeguarding in the club;
- ensuring that children are listened to and are involved in decision making;
- ensuring that everyone understands their roles and responsibilities in respect of safeguarding;
- responding to safeguarding and poor practice concerns;
- liaising with GolfRSA and local Statutory Authorities;
- working with other organisations as required;
- acting as the designated person for the safe recruitment practice.

This policy was adopted by: _____ Club

On the _____ [date]

Signed: _____

Designation: _____

~

Appendix C:

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 are in need of protection, then call your local SAPS and/or Social Services.

Once the matter has been referred then complete this form and submit to GolfRSA.

This form should be used by club, union or event officials to record the details of any concerns raised. A copy should be sent to the National Safeguarding Officer(s) at GolfRSA (safeguarding@golfrsa.co.za). 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.

All outcomes of reports or concerns must be sent to safeguarding@golfrsa.co.za for record keeping.

DETAILS OF PERSON COMPLETING THE FORM

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

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

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

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

Name: _____
Organisation Name: _____
Date of Birth: _____ Age at time of incident (s) _____
Parent/Carer details: (incl. name and address) _____
Postcode _____ Email/Contact Number _____
Any identified special needs or disability? _____

DETAILS OF INCIDENT

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:

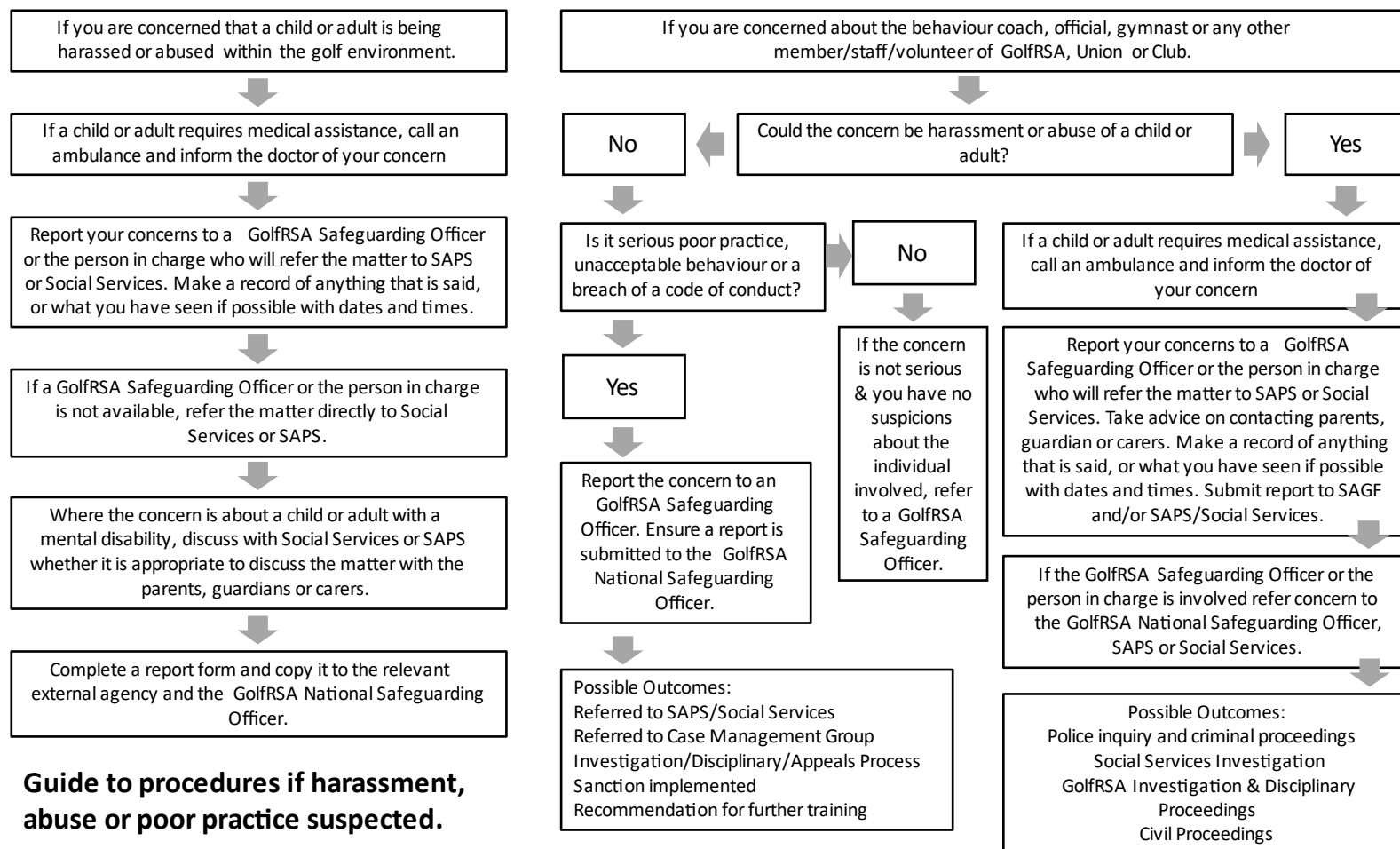
Any relevant additional information / outcome

Signed _____

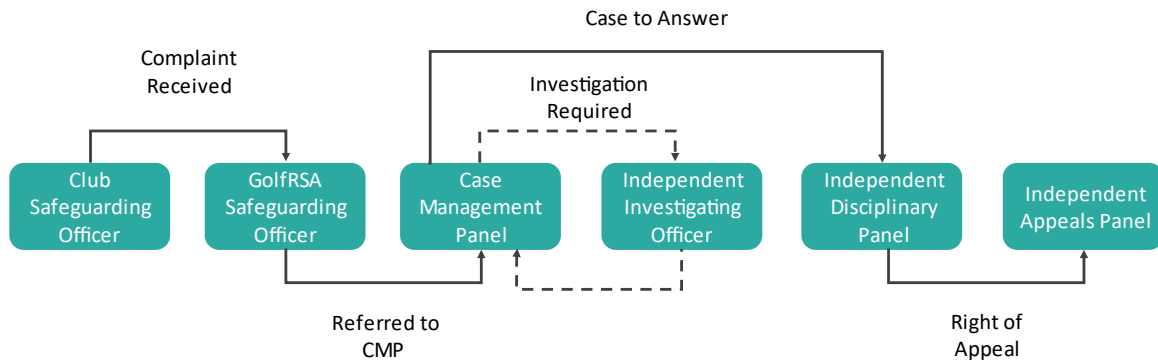
Date _____

Appendix D: GolfRSA Safeguarding Pathways & Key Role Descriptions

Critical Pathways



How Concerns are Managed



VARIOUS SAFEGUARDING OFFICERS AND ROLE PLAYERS

Club Safeguarding Officer

The role:

The person within a golf club with primary responsibility for managing and reporting concerns about children and vulnerable adults and for putting into place procedures to safeguard children and vulnerable adults in the club.

Duties and responsibilities:

- Work with others in the golf club to ensure a safe and friendly environment for all participants;
- Assist the golf club to fulfil its responsibilities to safeguard children and vulnerable adults at club level;
- Assist the golf club to implement its safeguarding plan at club level
- Act as the first point of contact for staff, volunteers, parents, golfers, children and young people to raise concerns about a participant's welfare or where poor practice, or harassment, or abuse are identified;
- Act as the first point of contact with the GolfRSA Lead Safeguarding Officer(s);
- Implement the golf club's reporting and recording procedures;
- Maintain contact details for local social workers and SAPS;
- Promote the club's best-practice guidance and/or code of conduct within the club;
- Sit on the club's management committee;
- Ensure those persons within the club with regular contact with children or vulnerable adults are up to date in their vetting and have completed GolfRSA safeguarding training;

- Ensure appropriate confidentiality is maintained;
- Promote anti-discriminatory practice.

Skills and abilities required:

- An empathy for and person-centered approach to working with children and vulnerable adults;
- Basic administration and computer skills;
- Basic advice and support-provision skills;
- Communication skills, including use of social media;
- Ability to maintain records;
- Ability to provide information about local resources;
- Ability to promote the golf club and GolfRSA policies, procedures and resources.

Knowledge Required:

- Golf club's role and responsibilities to safeguard the welfare of children and vulnerable adults;
- Boundaries of the role of club safeguarding officer;
- Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
- Local arrangements for managing safeguarding children and vulnerable adults and reporting procedures;
- Poor practice, harassment and abuse – behaviour that is harmful to children and vulnerable adults.
- Club and GolfRSA policies and procedures relating to safeguarding children and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equality issues and protecting children and vulnerable adults from harassment and abuse;
- Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
- How adults groom children or vulnerable adults to harass, abuse or exploit.

Union Safeguarding Officer

The role:

The person within a Union of the GolfRSA with primary responsibility for managing and reporting concerns about children and vulnerable adults and for ensuring clubs and events held in their province put into place procedures to safeguard children and vulnerable adults.

Duties and responsibilities

- Work with others in the province to ensure a safe and friendly environment for all participants;
- Assist golf club and events to fulfil their responsibility to safeguard children and vulnerable adults
- Ensure all clubs and events in their province have in place a safeguarding policy and a safeguarding officer;
- Act as the first point of contact for clubs or events staff, requiring advise on safeguarding policies and procedures;
- Assist the GolfRSA National Safeguarding Officer(s) to promote safeguarding in the province;
- Promote the golf club's best-practice guidance and/or code of conduct within the club;
- Sit on the provincial management committee;
- Where they receive a complaint or concern regarding safeguarding report this to the GolfRSA National Safeguarding Officer;
- Monitor the implementation of the GolfRSA safeguarding policies and procedures at provincial level;
- Ensure appropriate confidentiality is maintained;
- Promote anti-discriminatory practice.

Skills and abilities:

- An empathy for and person centred approach to working with children and vulnerable adults;
- Basic administration and computer skills;
- Basic advice and support-provision skills;
- Communication skills, including use of social media;
- Ability to maintain records;
- Ability to provide information about local, district, provincial and national resources;
- Ability to promote the GolfRSA policies, procedures and resources.

Knowledge Required:

- Union role and responsibilities to safeguard the welfare of children and vulnerable adults;
- Boundaries of the role of Union safeguarding officer;
- Basic knowledge of the roles and responsibilities of statutory agencies (Department of Social Development, social services providers, and the SAPS);
- Provincial arrangements for managing safeguarding children and vulnerable adults and reporting procedures;
- Poor practice, harassment and abuse – behaviour that is harmful to children and vulnerable adults.
- GolfRSA policies and procedures relating to safeguarding children and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equality issues and protecting children and vulnerable adults from harassment and abuse;
- Basic knowledge of legislation, guidance and national frameworks for safeguarding and promoting the welfare of children and vulnerable adults;
- How adults groom children or vulnerable adults to harass, abuse or exploit.

GolfRSA National Safeguarding Officer

The role:

The designated person(s) within GolfRSA with primary responsibility for managing and reporting concerns about children and vulnerable adults and for putting into place procedures to safeguard children and vulnerable adults in GolfRSA, including supporting Union / club safeguarding officers where relevant.

Duties and responsibilities:

- Working with others within GolfRSA to create a safe and friendly environment for all who participate in the sport of golf;
- Play a lead role in developing and establishing the GolfRSA approach to safeguarding children and vulnerable adults considered a key role within the organisation;
- Manage concerns of poor practice, harassment or abuse that are reported to GolfRSA including the records system;
- Manage referrals to social services and the SAPS;
- Central point of contact within GolfRSA on safeguarding for both internal or external persons or organisations;

- Represent GolfRSA at external meetings related to safeguarding;
- Coordinate the dissemination of GolfRSA safeguarding policy, procedures and resources throughout the organisation;
- Provide advice and support to Union / club safeguarding officers and support golf clubs in their recruitment, selection and training of Union / club safeguarding officers;
- Advise on GolfRSA safeguarding training needs, development of its training strategy and provide training where appropriate;
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children and vulnerable adults;
- Ensure safeguarding standards are met and maintained;
- Keep own knowledge and skills up to date.

Skills and abilities required:

- An approach that is focused on the needs of children and vulnerable adults;
- Administration and systems (records) management skills;
- Ability to promote and demonstrate anti-discriminatory practice;
- Advice and support-provision skills at all levels within the GolfRSA structure;
- Communication skills;
- Ability to develop and produce national level guidance and resource;
- Influencing skills;
- Ability to work with conflict and emotionally distressing matters;
- Ability to deliver core training through different levels within the organization.

Knowledge required:

- Role and responsibilities of statutory agencies, including social services and SAPS;
- Planning processes for dealing with enquiries and investigations related to safeguarding children and vulnerable adults;
- Behaviour that is harmful to children and vulnerable adults, thresholds of poor practice in the sport and abusive behaviour;
- GolfRSA's roles and responsibilities
- Boundaries of the lead safeguarding officer role;
- GolfRSA policy and procedures related to safeguarding children and vulnerable adults;
- Core values and principles of working with children or vulnerable adults;

- Equality issues and safeguarding;
- How abusers target and groom sports organisations in order to abuse children or vulnerable adults;
- Best practice in safeguarding;
- Legislation, government guidance and national frameworks for safeguarding children and vulnerable adults;
- How adults groom children or vulnerable adults for abuse.

Case Management Group

The role:

The role of the Case Management Group is to support the GolfRSA National Safeguarding Officer to manage complaints or reported concerns with regards to possible harassment, abuse of participants in golf or exposure to poor practice.

Duties and responsibilities:

- To ratify any actions already taken by GolfRSA National Safeguarding Officer.
- To initially assess and agree immediate response (does there appear to be case to answer?).
- To manage the GolfRSA initial response to reported concerns about the welfare or harassment, abuse or exposure to poor practice of children or vulnerable adults. This includes deciding 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 GolfRSA.
- To consider relevant evidence collated in respect of complaints in reports prepared by appointed investigators and determine whether:
 - the matter is referred to an Independent Disciplinary Panel for consideration;
 - further investigations are required;
 - a risk assessment needs to be completed;
 - instructions, advice or guidance should be provided to the relevant parties; and/or no further action is taken.
- To consider the need for a temporary/interim suspension order.
- To monitor the progress of cases and report to the GolfRSA management or board on issues arising from cases and trends that require management action.
- To identify/communicate learning from cases and make recommendations to the GolfRSA management or board.

Membership

Membership of the Case Management Group is comprised of a relatively small number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation. The group should include individuals with a legal background, safeguarding expertise and an understanding of the sport. It is noted that one social worker and one legal expert is advisable.

Members of the Case Management Group will be appointed by the Senior Officer with overall responsibility for Safeguarding within GolfRSA with advice from the GolfRSA Lead Safeguarding Officer.

Skills and abilities:

It is essential that the collective experience of the Case Management Group includes:

- operational experience and knowledge of multi-agency safeguarding;
- detailed knowledge of the legislation and guidance relating to safeguarding issues;
- excellent communication and inter-personal skills, and to be able to relate to professionals within the statutory agencies and to members and officials of a golf club;
- an understanding of anti-discriminatory practice.

Case Management

- When a safeguarding complaint or concern arises three members of the Case Management Group will convene a panel to consider the case.
- The panel will be chaired by someone with a legal background and will include two other member of the Case Management Group.
- All safeguarding matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed.
- Members of the Case Management Group have an overriding obligation to protect children or adults with mental disability at risk of harm and may therefore share information as appropriate with third parties.
- Should any member of the Case Management Group discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case, they must recuse themselves from the panel.
- The Case Management Group will operate independently of the GolfRSA Board.
- The Case Management Group may meet in person or by way of telephone/video conferencing if necessary.
- Any issue that arises in relation to the protection, safeguarding or welfare of children or vulnerable adults shall be the paramount consideration.
- Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to children and or vulnerable adults.

- Unless the determination finds no, or an insignificant, risk, effective steps must be taken to manage or reduce the risk.
- Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process.
- Any investigation must be sensitive to the welfare of the children and vulnerable adults during its processes and, at all times, hold central to the need to keep the interests of children and vulnerable adults as paramount.
- Where issues other than risk to children and vulnerable adults are under consideration in any investigation such issues must remain subordinate to the requirement to determine the risk posed to children and vulnerable adults.
- The assessment of risk involves consideration of the actual or potential harm that an individual may pose to children or vulnerable adults in golf.
- The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e., certainty or “the balance of probabilities”). The assessment requires a defensible decision whether a risk does or does not exist and, where it does, a determination of the extent of such risk.
- The steps taken to address any perceived risk to children or vulnerable adults must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of golf and, in the light of this, must seek to ensure that such steps will be effective.
- In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the sport of golf.

Independent Investigation Officer

The role:

To conduct an investigation gathering and assessing available evidence and information following a decision made by the GolfRSA Case Management Group that an investigation is required as part of its safeguarding case management process.

Knowledge:

- How to gather evidence and information to assist in establishing the facts alleged;
- How to identify witnesses and interview them to obtain facts, information and professional opinion pertaining to the case;
- Best practice in interviewing witnesses (particularly children or vulnerable adults) and taking and recording statements;
- A clear understanding of the need to ensure that all material (e.g., information, records, identity of potential witnesses) is collected and retained;
- An understanding of what information/evidence an investigator can obtain;

- Factors that might impact upon the investigation and the impact these might have (e.g., vulnerability of witnesses, language, culture etc.);
- The support available for witnesses and for the person/s accused;
- Familiarity with the preparation of an investigation report following the conclusion of the investigation;
- Knowledge of how statutory investigations are conducted and how sports investigations may link in with these;
- Familiarity with sports organisations disciplinary processes and the purpose of written standards of expected performance and conduct;
- Clarity about the parameters/limits of investigation.

Skills:

- Ability to plan an investigation within appropriate timescales;
- Ability to assess and analyse a variety of evidence both written and in other forms;
- Ability to work independently but within the context of organisational expectation;
- Ability to record decisions and the reasons behind them;
- Ability to work alongside other professionals including the police and social workers;
- Ability to give evidence to disciplinary proceedings and appeals;
- Ability to signpost support for victims/witnesses if a need is identified in conjunction with GolfRSA;
- Ability to recognise that an investigation may need to be referred on to the police.



Appendix E: GolfRSA Safeguarding Risk Assessment

Potential risk of harm (harassment, abuse or poor practice) to child or vulnerable adult.	Likelihood of harm occurring – Low/Medium/High	Steps to mitigate identified risk.	Responsibility	Further action
Club and Coaching Practice				
Lack of coaching qualifications.	MED	- All GolfRSA Coaches to be vetted in line with GolfRSA & PGA of SA's Safe Recruitment Policy. - Clubs to confirm qualifications of coaches with PGA of SA.	GolfRSA. Clubs. PGA of SA. SAGDB. SADGA	- Review regularly progress in implementing the Safe Recruitment Policy. - Review regularly coach education needs with PGA of SA.
Supervision issues	LOW	Implement GolfRSA Safeguarding Policy (Supervision).	GolfRSA. Clubs. Coaches. Union. Team Manager. PGA of SA. SAGDB. SADGA	Review regularly or following a significant event.
Unauthorised photography and recording activities	MED	Implement Photography and Use of Images guidelines contained in GolfRSA Safeguarding Policy.	GolfRSA. Clubs. Coaches. Unions. Team Managers. PGA of SA. SAGDB. SADGA.	Review regularly or following a significant event.
Behavioural Issues	MED	- Apply GolfRSA Code of Conduct. - Ensure all persons with regular	GolfRSA. Clubs. Coaches. Unions. Team Managers. PGA of SA. SAGDB. SADGA	Review aregularly or following a significant event.

		contact with children and vulnerable adults receive GolfRSA Safeguarding Training. ▪ Apply Complaints and Disciplinary procedures.		
Lack of gender balance amongst coaches.	MED	▪ Address through Coach education policy and programme. ▪ Implement guidelines on supervision in GolfRSA Safeguarding Policy.	GolfRSA. Clubs. Coaches. PGA of SA. SAGDB. SADGA.	▪ Review regularly or following a significant event.
No guidance for travelling and away trips.	MED	▪ Implement guidelines in GolfRSA Safeguarding Policy. ▪ Develop a Safe Travel/Away Trip Guide. ▪ Appoint a safeguarding officer for all travel/away trips. ▪ Ensure chaperones have received GolfRSA Safeguarding Training.	GolfRSA. Clubs. Coaches. Chaperones. Officials. Unions. Team Managers. SAGDB. SADGA.	▪ Review regularly or following a significant event.

Lack of adherence to procedures in Safeguarding policy (i.e., good coaching practice, photography, travel, etc.)	MED	▪ GolfRSA Unions audit clubs with regard to Club Safeguarding Policies and Appointment of Safeguarding Officers. ▪ GolfRSA to train and support Club Safeguarding Officers to implement safeguarding best practice in clubs and at events. ▪ Ensure all complaints are responded to and where necessary disciplinary procedures are followed.	GolfRSA. Clubs. Coaches. Unions. PGA of SA. SAGDB. SADGA.	▪ Review regularly or following a significant event.
Reporting Concerns				
Lack of knowledge of organisational and statutory reporting procedures.	HIGH	▪ Information on reporting concerns to be published on GolfRSA and Club websites or notice boards and to easily accessed. ▪ All persons in golf with regular contact with children or vulnerable adults to receive GolfRSA safeguarding training.	GolfRSA. Clubs. Event Organisers. PGA of SA. SAGDB. SADGA.	▪ GolfRSA Board to receive progress at regular meetings. ▪ Review reporting procedures regularly or following a significant event.

Complaints not being dealt with seriously.	MED	▪ GolfRSA, Union and Club Safeguarding Policies and Procedures signed of at Board or equivalent level. ▪ Appointment of GolfRSA and Club Safeguarding Officers. ▪ All complaints to be reported to GolfRSA and recorded.	GolfRSA. Clubs. Safeguarding Officers. Union. SAGDB. SADGA.	▪ Review complaints received and procedures regularly. ▪ Investigate any complaint that concerns raised were not properly dealt with.
No Safeguarding Officer appointed.	MED	▪ GolfRSA Unions to require Club Safeguarding Officer details as part of annual registration process. ▪ Clubs to publish name and contact details of their Safeguarding Officer to their members.	GolfRSA. Clubs. Unions	▪ Maintain and support appointment of Club Safeguarding Officers. ▪ Ensure all Safeguarding Officers can access training regularly.
Concerns of harassment, abuse or	MED	▪ Ensure all children and vulnerable adults in affiliated clubs	GolfRSA. Clubs. Safeguarding Officers. Unions	▪ GolfRSA to investigate any reported failures in reporting

poor practice not reported.		are aware of their rights, acceptable versus un acceptable behaviour and how to report concerns. Clubs to communicate safeguarding information to all members.		harassment, abuse or poor practice and make recommendations for improvement. Clubs to communicate regularly with club members on safeguarding matters.
Disciplinary Process				
Lack of awareness of the disciplinary process.	MED	- GolfRSA and Clubs to ensure members are aware of GolfRSA Safeguarding Policy and Procedures including the Code of Conduct and Disciplinary Procedures. - GolfRSA to provide regular training for Club Safeguarding Officers.	GolfRSA. Clubs. Safeguarding Officers. Unions/. PGA of SA. SAGDB. SADGA	GolfRSA to provide ongoing information and support to clubs on safeguarding matters.
Facilities				
Unauthorised access to areas designated for children or vulnerable adults only.	HIGH	Follow guidelines in the GolfRSA Safeguarding Policy and Procedures.	GolfRSA. Clubs. Event Organisers.	Review safeguarding policy and procedures regularly or after a significant event.

		▪ Create and communicate club specific guidelines for restricted areas. ▪ Create and communicate event specific guidelines for restricted areas.		
Photography, filming or recording in prohibited areas.	MED	▪ Follow guidelines in the GolfRSA Safeguarding Policy and Procedures. ▪ Create and communicate club specific guidelines for photography, filming and recording. ▪ Create and communicate event specific guidelines for photography, filming and recording.	GolfRSA. Clubs. Event Organiser. Unions. PGA of SA. SAGDB. SADGA	▪ Review safeguarding policy and procedures regularly or after a significant event.
Missing or found child on site.	LOW	▪ Follow guidelines in the GolfRSA Safeguarding Policy and Procedures. ▪ Create club specific guidelines for such incidents including clear lost child protocols clarity on who is the lead in case of a lost child.	Affiliated Clubs. Event Organisers	▪ Review safeguarding policy and procedures regularly or after a significant event.

		Create event specific guidelines for such incidents including clear lost child protocols clarity on who is the lead in case of a lost or found child.		
Children sharing facilities with adults e.g., dressing room, showers etc.	HIGH	- Follow guidelines in the GolfRSA Safeguarding Policy and Procedures. - Create club specific guidelines for use of changing facilities. - Create event/venue specific guidelines for use of changing facilities.	Clubs. Event Organisers	Review safeguarding policy and procedures regularly or after a significant event.
Recruitment				
Recruitment of inappropriate people into roles in the sport.	HIGH	All potential and existing employees (staff and volunteers) must complete the GolfRSA's safeguarding self- declaration form, must submit a police clearance certificate and must provide the names of two referees who must provide a reference using the GolfRSA's employee reference form.	GolfRSA. Clubs. Unions. PGA of SA. SAGDB. SADGA.	Review Safe Recruitment policy regularly in particular the Registrar of the Sexual Offences Register's capacity to respond to requests for checks and delays at the Department of Social Development.

Lack of clarity on roles	MED	▪ Ensure all persons with a responsibility for safeguarding in golf is clear about their roles including Board/Committee Members, Club Owners, Safeguarding Officers.	GolfRSA. Clubs. Safeguarding Officers. Unions. PGA of SA. SAGDB. SADGA	Review regularly.
Unqualified or untrained people in role.	HIGH	▪ Require all persons with regular contact with children or vulnerable adults to undertake GolfRSA Safeguarding Training. ▪ Require all coaches working in golf to hold a recognised coaching Qualification in association with PGA of SA.	GolfRSA. Clubs. Unions. PGA of SA. SAGDB. SADGA.	Review regularly.

Communication and Use of Social Media				
Lack of awareness of 'risk of harm' with members and visitors.	HIGH	▪ Make Safeguarding Policies and Code of Conduct easily accessible. ▪ Display notices at clubs in respect of safeguarding matters. ▪ Provide training and information to club members and parents/carers on safeguarding matters.	GolfRSA and Clubs. Unions. SAGDB. SADGA	Review regularly.
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors.	HIGH	▪ Make Safeguarding Policies and Code of Conduct easily accessible. ▪ Display notices at clubs in respect of safeguarding matters.	GolfRSA. Clubs.	Review regularly.

Unauthorised photography and recording of activities	HIGH	▪ Implement GolfRSA guidelines at all venues where golf activity takes place. ▪ Display notices regarding photography and recording of activities at clubs.	GolfRSA, Clubs. Event Organisers.	Review regularly.
Inappropriate use of social media and communications by under 18's	HIGH	▪ GolfRSA develop guidelines for children on the safe use of social media. ▪ Affiliated clubs to provide information and training to members on safe use of social media.	GolfRSA. Clubs.	Review regularly.
General Risk of Harassment, Abuse or Poor Practice				
Harassment, Abuse or Poor Practice not being recognised.	HIGH	▪ Ensure all persons working with children or vulnerable adults receive GolfRSA Safeguarding Training.	GolfRSA. Clubs. Safeguarding Officers. Unions. PGA of SA. SAGDB. SADGA.	Review regularly or after a significant event.
Harm caused by Child, Coach, Volunteer, Official, Office Holder, Parent/Care	HIGH	▪ Implement GolfRSA Safeguarding policy and procedures.	GolfRSA. Clubs. Safeguarding Officers. Unions. PGA of SA. SADGA. SAGDB.	Review regularly or after a significant event.

Giver/Member of Public to a child or vulnerable adult.		▪ Ensure all Clubs have a Safeguarding Policy. ▪ Make GolfRSA Safeguarding Training widely available and ensure all person with regular contact with children and vulnerable adults undertake training.	GolfRSA. Clubs. Safeguarding Officers. Unions. PGA of SA. SADGA. SAGDB.	Review regularly or after a significant event.
General behavioural issues	MED	▪ Publish GolfRSA Code of Conduct and Disciplinary Procedures. ▪ Require persons with regular contact with children and vulnerable adults to sign code of conduct or make it a condition of membership. ▪ GolfRSA, Unions and their Affiliated clubs to follow complaints and disciplinary procedures in respects of any concerns raised regarding conduct.	GolfRSA. Clubs. Safeguarding Officers. Unions. SAGDB. SADGA.	Review Code of Conduct, Reporting and Disciplinary procedures regularly or following a significant event.

Explanation of terms used:

- **Potential risk of harm (harassment, abuse or poor practice) to child or vulnerable adult** – these are identified risks of harm to children and vulnerable adults whilst accessing golf activities at a Club/Union/National Level.
- **Likelihood of harm happening** – the likelihood of the risk occurring at a Club/Union/National Level measured by as Low, Medium or High.
- **Steps to mitigate identified risk.** – indication of the policy, procedures or actions required to alleviate the risk.
- **Responsibility** – indication of where the responsibility for alleviating the risk lies.
- **Further action** - indicates further action that might be necessary to alleviate any risk on an ongoing basis.

This Risk Assessment document has been discussed and completed by GolfRSA on: _____ [insert date]

Signed:

Signed:

Name:

Name:

Role: Chairman/Chief Executive Officer

Role: GolfRSA Safeguarding Officer

Date:

Date: