



# SAFEGUARDING POLICY

AGAINST HARASSMENT AND ABUSE IN EQUESTRIAN SPORT  
SOUTH AFRICAN EQUESTRIAN FEDERATION

This Policy was adopted by the National Council of the South African Equestrian Federation at a General Meeting on 9 October 2021.  
This Policy was amended and presented by the Safeguarding Committee to the Executive Committee of the South African Equestrian Federation on 23 January 2023, and was approved by the National Council of the South African Equestrian Federation at a Special General Meeting on

## TABLE OF CONTENT

INTRODUCTION .....	2
1. DEFINITIONS AND ABBREVIATIONS .....	3
2. APPLICATION.....	8
3. FEDERATION MEMBERS.....	9
4. SAFEGUARDING OFFICERS .....	10
5. SAFEGUARDING COMMITTEE .....	12
6. APPLICABLE LAW / RELEVANT AUTHORITIES.....	12
7. VIOLATIONS.....	13
8. CONFIDENTIALITY .....	15
9. REPORTING AND INVESTIGATING PROCEDURE.....	16
9.2. <b>Whistle blowing</b> .....	16
9.3. <b>How to report</b> .....	16
9.4. <b>Case Management</b> .....	17
9.5. <b>Investigation procedure</b> .....	19
10. DISCIPLINARY PROCEDURE .....	20
11. PROVINSIONAL MEASURES.....	22
12. NON-RECENT INCIDENTS / VIOLATIONS .....	22
13. CRIMINAL CONVICTIONS AND FINDINGS OF FACT .....	23
14. RETENTION OF RECORDS .....	23
15. SAFE RECRUITMENT OF STAFF AND VOLUNTEERS .....	24
16. GENERAL PROVISIONS .....	29

## INTRODUCTION

The Constitution of the Republic of South Africa, 1996 includes a Bill of Rights, which is the cornerstone of democracy in South Africa. It enshrines the rights of all people in South Africa and affirms the democratic values of human dignity, equality and freedom. The Bill of Rights states that you cannot unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth. The Bill of Rights recognises that everyone has inherent dignity and the right to have their dignity respected and protected. That everyone has the right to be free from all forms of violence from either public or private sources; not to be treated or punished in a cruel, inhuman or degrading way, and that everyone has the right to bodily and psychological integrity, which includes the right to security in and control over their body.

South Africa ratified the United National Convention on the Rights of the Child on 16 June 1995. The rights of the child are included in the Bill of Rights of the Constitution of the Republic of South Africa, 1996. The Bill of Rights states that "*a child's best interests are of paramount importance in every matter concerning the child*" and includes the rights of the child to be protected from maltreatment, neglect, abuse and degradation.

In terms of Section 6.1 of the National Sport and Recreation Act, 1998, "*National Sports Federations must assume full responsibility for safety issues within their sport and recreation disciplines*". Furthermore, Clause 4.4.3 of the SASCOC Constitution provides that all SASCOC Members must take action against any form of discrimination and violence in sport.

Consistent with the objectives and principles of the National Federation, and its legal responsibilities, the welfare of the equestrian community, especially minors, is of paramount concern. When any member of the Equestrian Community, such as an Athlete, Support Personnel, Coach, Trainer, Groom, Official, volunteer or staff member - is subjected to or engages in abuse or misconduct, it undermines the mission of the National Federation and is inconsistent with the best interests of equestrian sport. All forms of harassment and abuse are prohibited and will not be tolerated by the National Federation.

Harassment and Abuse can occur in any sport and can impact on everyone involved in sports' wellbeing, including the National Federation, its Members, Registered Individuals and Registered Group. The National Federation believes that all Athletes, Coaches, Officials, Staff and Volunteers who wish to participate in equestrian sport have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect.

The National Federation is committed to promoting a safe environment, in which everybody who participates in equestrian sport can have a safe, rewarding and positive experience. The National Federation has developed this Policy guided by the Safeguarding Policy of the National Federation Equestre Internationale and the SASCOC Safeguarding Policy. The Policy is designed to protect everyone who takes part in equestrian sport.

The Policy applies to all Members, Registered Individuals and Registered Groups of the National Federation.

Safeguarding is considered to be the responsibility of organisations to make sure their staff, volunteers, operations and programmes do no harm to children or vulnerable adults, or expose them to harassment, abuse or exploitation. Best practice is to consider how we safeguard everyone in our Federation at all times, including protecting staff and volunteers from inappropriate behaviour such as bullying and harassment. Best practice also includes educating the Equestrian Community about Poor Practice behaviour. Poor Practice behaviour – whether intentional or unintentional – can contribute to a lack of respect and an environment where it becomes more difficult to identify harm and abuse. It is essential that everybody involved in Equestrian Sport challenges Poor Practice, even where there is a belief that the individual who exhibits Poor Practice behaviour are well meaning. Failure to challenge Poor Practice can lead to an environment where abuse is more likely to occur and/or remain.

This Policy sets out the efforts the National Federation will undertake to promote a safe equestrian environment, both independently and in partnership with other necessary parties, including Discipline Associations, Provincial Federations, Parents (or legal guardians), Athletes and the equestrian community

## 1. DEFINITIONS AND ABBREVIATIONS

The following definitions include those set in the SASCOC Safeguarding Policy, the FEI Safeguarding Policy, the IOC Consensus Statement 2016 and the Constitution of the National Federation. To the extent that a phrase or abbreviation is not listed here, the definition listed in any of the above mentioned documents will prevail over the ordinary meaning of the word.

- 1.1. **Abuse** refers to the definition of any kind of abuse set out in Article 8 of this Policy;
- 1.2. **Adult** means Athletes 18 years and older, men and women including Athletes with impairments;

- 1.3. **Athletes** means a person competing (**Competitor**) or participating (**Participant**) in equestrian sport, in any Discipline, and who shall be subject to the authority of the National Federation, irrespective of gender or age;
- 1.4. **Athletes with disabilities/impairments** refers to those Athletes who have long-term physical, mental, intellectual or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others;
- 1.5. **Bullying or cyberbullying** refers to unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally, deliberately excluding someone, shaming, hostile teasing, insults, constant negative judgement and criticism and racist, sexist or LGBTQIA+ phobic language. Refer to Article 8.8;
- 1.6. **Child / Adolescent** means every human below the age of 18 (eighteen) years unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 (eight) years of age. Juvenile or young person and adolescents are 10 (ten) to 18 (eighteen) years of age;
- 1.7. **Constitution** means the Constitution of the South African Equestrian Federation, as amended from time to time;
- 1.8. **DSAC** means the Department of Sport, Art and Culture;
- 1.9. **Equestrian Community** means all Registered Individuals, Registered Groups and Members of the National Federation and who are bound by the Constitution of the National Federation;
- 1.10. **Event** means an equestrian event held in South Africa under the auspices of the National Federation or with the permission of the National Federation, including its Members and/or under the auspices of the relevant international body to which the National Federation is affiliated;
- 1.11. **Executive Committee** means the Executive Committee of the National Federation and consists of the members of the Executive Committee;
- 1.12. **FEI** means Federation Equestre Internationale;
- 1.13. **Federation** or National Federation means the South African Equestrian Federation, a body constituted in terms of the Constitution, which is a member of SASCOC and is the national sports federations, responsible for equestrian sport in South Africa;

- 1.14. **Federation Representative** means the Executive Committee, members of a Technical Committee or Standing Committee or sub-committees thereof, and the Staff of the National Federation;
- 1.15. **Harassment** refers to the definition of any kind of Harassment set out in Article 8 of this Policy;
- 1.16. **Hazing** refers to an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members;
- 1.17. **Homophobia** means antipathy, contempt, prejudice, aversion or hatred towards LGBTQIA+ individuals;
- 1.18. **IOC** means International Olympic Committee;
- 1.19. **Judicial Commission** means the judicial body of the National Federation as constituted by the Constitution;
- 1.20. **LGBTQIA+** refers to lesbian, gay, bisexual, transgender and questioning, intersex, asexual and more individuals;
- 1.21. **Members** refers to the members of the National Federation as more fully described in Chapter 3 of the Constitution;
- 1.22. **Neglect** means the failure of parents or care givers to meet a child's physical and emotional needs or failure to protect a child from exposure to danger. This definition equally applies to any person with a duty of care towards children;
- 1.23. **Negligence** 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 Athletes, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm;
- 1.24. **Non-accidental harm** means any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation;
- 1.25. **Official** means a person appointed by the National Federation or by an Organising Committee and/or a Member to perform a specifically defined officiating duty at an Event;

- 1.26. **Organiser or Organising Committee (OC)** means any organisations, group, society, body or person which is recognised by the National Federation and held to be responsible for the management of any Event;
- 1.27. **Person Responsible** is the owner of the Horse, the Athlete who rides or vaults, lunges, or drives the Horse;
- 1.28. **Physical abuse** means non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a Registered Individual. This could include forced or mandated inappropriate physical activity (age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;
- 1.29. **Policy** means this Safeguarding Policy, adopted and approved by the National Council of the National Federation on 9 October 2021 and as amended from time to time;
- 1.30. **Poor Practice** means inappropriate behaviour that contravenes the Code of Conduct of the National Federation and this Policy as more fully set out in Article 6 of this Policy;
- 1.31. **Psychological abuse** means a pattern of deliberate, prolonged, repeated non-contract behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this Policy, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's inner life in all its profound scope;
- 1.32. **Registered Groups** means any Clubs, Affiliates or Commercial groups registered with the National Federation and subject to the Constitution and Rules and Regulations of the National Federations;
- 1.33. **Registered Individuals** means any competitor, participant or supporter registered with the National Federation and subject to the Constitution, this Policy and Rules and Regulations of the National Federation;
- 1.34. **Reporting Party** means the individual reporting to the National Federation (either directly or through a Safeguarding Officer) that they have subject to Poor Practice, Harm, Abuse or subjected to a violation(s) set out in Article 8 below, or are reporting a safeguarding concern;
- 1.35. **Responding Party** or **Person alleged Responsible (PAR)** means an individual or Registered Group or Member that has allegedly violated this Policy;

- 1.36. **Rules and Regulations** means all rules, regulations, by-laws, procedures and/or directives duly approved by an appropriate body of the National Federation;
- 1.37. **SASCOC** means the South African Sport Confederation and Olympic Committee;
- 1.38. **Safe Sport** means an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to the Equestrian Community;
- 1.39. **Safeguarding Officer** refers to the appointed Safeguarding Officers as set out in Article 5 of this Policy;
- 1.40. **Sexism** is the belief that one's sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on a person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism;
- 1.41. **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;
- 1.42. **Sexual harassment** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;
- 1.43. **Staff** refers to all people who are employed by the National and Provincial Federations;
- 1.44. **Support Personnel or Supporter** means any Coach, Trainer, Horse Owner, Groom, Steward, Chef d'Equipe, team staff, Official, Veterinarian, medical or paramedical personnel or any other person assisting in any manner a Person Responsible participating in or preparing for at an Event;
- 1.45. **Volunteers** mean people working or assisting the National Federation and its Members during Events or those individuals who contribute to Committees and Associates;
- 1.46. **Young Adults** are young persons over the age of 18 (eighteen) years transitioning from childhood to adulthood. With limited life experience they



might not have developed resilience and may be more at risk of exploitations, harm and/or abuse.

## 2. APPLICATION

- 2.1. This Policy shall apply to all Members, Registered Individuals and Registered Groups of the National Federation.
- 2.2. To the extent that the Responding Party or Person alleged Responsible is not registered with the National Federation, either as a Member, Registered Individual or Registered Group, the relevant Safeguarding Officer may investigate and come up with some recommendations and will assist the Reporting Party where necessary or relevant. Where a child or vulnerable adult is at risk, the Safeguarding Officer will alert the relevant authorities as required by law.
- 2.3. It shall be the personal responsibility of every Member of the National Federation, Registered Individual and Registered Group to make himself/herself aware of this Policy including, without limitation, what conduct constitutes a violation of this Policy and to comply with those requirements.
- 2.4. Federation Members, Registered Individuals and Registered Groups should also be aware that conduct prohibited under this Policy may also constitute a criminal offence and/or a breach of other applicable laws and regulations including other Rules and Regulations of the National Federation, SASCOC, DSAC and FEI. Federation Members, Registered Individuals and Registered Groups must comply with all applicable laws and regulations at all times.
- 2.5. This Policy applies at all times and is not limited to incidents of Abuse and Harassment at an Event.
- 2.6. The National Federation will implement safeguards, including education and training, aimed at protecting all participants in sport 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.
- 2.7. The National Federation recognises 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 protected under the United Nations Convention on the Rights of the Child and the Constitution of South Africa. The National Federation will implement

safeguards specifically aimed at protecting all children participating in equestrian sport.

- 2.8. Any incidents of Harassment or Abuse that are perpetrated against a child or an adult with a mental impairment must be reported to the relevant Authorities (South African Police Service, Department of Social Development, Registered Child Protection Agency) in accordance with the Children's Act, 38 of 2005, as amended.
- 2.9. The National Federation accepts and recognises that children and adults may participate in equestrian sport, who are, or may be, in need of services by reason of mental or other impairment, 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. The National Federation will implement safeguards specifically aimed at safeguarding children and adults participating in equestrian sport and recreational activities in need of care and support.
- 2.10. This Policy is applicable to all levels of equestrian sport and recreation and provides a framework for those involved in equestrian sport to meet their duty of care towards all who participate in equestrian sport, regardless of whether they are competitive or recreational Athletes, Staff, Volunteers, Spectators, Service Provides or Supporters. The Policy also applies to all Federation Staff and Volunteers. Any individual or group that provides a service to the National Federation must demonstrate that they comply with these standards.
- 2.11. Anyone who manages or has overall responsibility for a Provincial Federation, Discipline Association or Registered Group must support the Safeguarding Officer to fulfil their role and ensure that their organisation is fully compliant with this Policy.

### 3. PURPOSE OF THE POLICY

- 3.1. The purpose of the Policy is to promote a safe environment, in which everybody who participates in equestrian sport can have a safe, rewarding and positive experience and can take part in equestrian sport without fear of harassment or abuse. The key objectives of the Policy are to:
  - 3.1.1. Ensure everyone involved in equestrian sport understands that all forms of Harassment and Abuse are unacceptable and will not be tolerated;

- 3.1.2. Enable anyone who has witnessed or experienced Harassment or Abuse within equestrian sport to report the incident without fear of victimisation or retaliation;
- 3.1.3. Ensure an appropriate and co-ordinated response to any incidents of Harassment or Abuse within or connected to participation in equestrian sport, irrespective of whether they arise at local, national or international level;
- 3.1.4. Implement effective measures that minimise the likelihood of incidents of Harassment and Abuse arising; and
- 3.1.5. Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in equestrian sport.

## 4. FEDERATION MEMBERS

- 4.1. The Members of the National Federation must play a part in ensuring that the sports environment is free from any kind of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect.
- 4.2. The Members of the National Federation shall formally adopt this Policy through a resolution of their respective Councils.

Training on safeguarding will be provided to all Members of the National Federation and any other interested parties, including coaches and officials

## 5. SAFEGUARDING OFFICERS

- 5.1. The National Federation shall appoint at least one (1) National Safeguarding Officer. Such appointment(s) must be ratified by the Executive Committee.
- 5.2. Each Provincial Federation shall appoint at least one (1) but preferably two (2) Provincial Safeguarding Officers within that Provincial Federation, who should be two suitably qualified persons, preferably one man and one woman; each one of them to act individually or in collaboration, when it is required. The appointment of the Provincial Safeguarding Officers must be ratified by the Provincial Executive Committee and a copy of the Provincial Safeguarding Officer's Curriculum Vitae and letter of appointment must be forward to the National Safeguarding Officer within a reasonable time but not more than one month after the Provincial Safeguarding Officer's appointment.
- 5.3. All appointed Safeguarding Officers (National and Provincial) must be vetted (in terms of the various lists) by the Guardian and must complete and pass the

designated Safeguarding Officer's training provided by the Guardian at least six months after appointment as a Safeguarding Officer. Should a Safeguarding Officer not complete or pass the designated training within six months of their appointment they are no longer eligible to act as a Safeguarding Officer and will be removed from this position. The Provincial Federation is responsible for ensuring that a replacement Provincial Safeguarding Officer is appointed in terms of Article 4.2 within a reasonable time but at least within three months after the disqualification or resignation of the previous Safeguarding Officer.

- 5.4. The Safeguarding Officers will be supported by the Case Management Group.
- 5.5. To respect the impartiality during any investigation, the Safeguarding Officers may not be a member of the Case Management Group or the Judicial Commission.
- 5.6. The Safeguarding Officers have the following role and duties:
  - 5.6.1. To be the main point of contact for anyone reporting suspected non-accidental harm, poor practice, discrimination, bullying, harassment, abuse, violence and neglect at any time;
  - 5.6.2. To be the main point of contact for any of the Members, Registered Individuals or Registered Group of the National Federation about any request concerning this Policy;
  - 5.6.3. To manage the reporting and investigation procedure set out in Article 10 of this Policy;
  - 5.6.4. To inform the Judicial Commission in case of a disciplinary or ethical procedure;
  - 5.6.5. To provide, if requested, support to anyone who reports a case of possible non-accidental harm, poor practice, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of Harassment and Abuse;
  - 5.6.6. To implement and uphold this Policy;
  - 5.6.7. To agree safeguarding plans with the Organising Committees of National Championships;
  - 5.6.8. To respect the confidentiality, as provided for in Article 9 of this Policy;
  - 5.6.9. To report (where necessary and requested) any criminal offence to the relevant authorities, where applicable.

## 6. SAFEGUARDING COMMITTEE

- 6.1. The Safeguarding Committee will consist of the National Safeguarding Officer, all the Provincial Safeguarding Committee and the Development Officer of the National Federation.
- 6.2. The Safeguarding Committee will meet at least once every 2 months, and will meet more often should the need arise.
- 6.3. The chair of the Safeguarding Committee will be the National Safeguarding Officer and in his/her absence, a person nominated by the National Safeguarding Officer to chair the meeting.
- 6.4. Minutes of the Safeguarding Committee are confidential, particularly where specific investigations are discussed.
- 6.5. The Safeguarding Committee will prepare a monthly report for the Executive Committee regarding the activities of the Safeguarding Committee including a report on current matters - in broad terms and without reference to specific safeguarding investigations; implementation of the Safeguarding Policy and compliance with the Safeguarding Policy.

## 7. APPLICABLE LAW / RELEVANT AUTHORITIES

- 7.1. This Policy is adopted in terms of Constitution of the National Federation.
- 7.2. Where an incident or violation of this Policy is reported to the relevant authorities, the applicable law will be the national law of the country where the incident / violation happened. Any such referral to the relevant authorities will not suspend the Safeguarding Officer's investigation and recommendation to the Case Management Group.
- 7.3. The Judicial Commission's involvement and adjudication of a breach of the Safeguarding Policy will not be suspended if the matter is also referred to the relevant authorities (in the case of a criminal offence) and will proceed irrespective of any criminal charge that is being investigated by the relevant authorities.

## 8. VIOLATIONS

The following conduct constitutes a violation of this Policy:

- 8.1. **Poor Practice** means inappropriate behaviours that contravenes the Code of Conduct of the National Federation and this Policy. One-off incidents of Poor Practice differ from abuse in that they may be unintentional, do not cause any lasting harm and most short-term harm can be quickly put right. Poor Practice which is allowed to continue could however cause harm and can become abusive. Poor Practice also leads to an environment that is more conducive to abuse, and must be challenged. Individual who demonstrate Poor Practice open themselves to greater risk of allegations being made against them. Examples of Poor Practice would include: an adult sharing a room with a child that is not his/her relation (even where parental consent is given); engaging in rough, physical or sexually provocative games; inappropriate touching; inappropriate language; reducing an Athlete to tears; being drunk at work or in competitions; and favouring or picking on a particular child.
- 8.2. **Harassment** is generally understood to be: (i) unwanted conduct, which impairs dignity; (ii) which creates a hostile or intimidating environment for one or more individuals or is calculated to, or has the effect of, including submission by actual or threatened adverse consequences; and (iii) is related to one or more grounds in respect of which discrimination. Harassment includes violence, physical abuse, psychological abuse, emotional abuse, sexual abuse, gender-based abuse and racial abuse. It includes the use of physical force or power, whether threatened or actual, against another person or against a group or community.
- 8.3. **Psychological abuse:** means a pattern of deliberate, prolonged, repeated non-contact behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms of Abuse. Some definitions refer to emotional or psychological abuse interchangeably. In this Policy, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's inner life in all its profound scope;
- 8.4. **Physical abuse:** means non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an Athlete, Supporter, Staff member or volunteer. This could include forced or mandated inappropriate physical activity (age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;

- 8.5. **Sexual Harassment:** any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;
- 8.6. **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;
- 8.7. **Neglect:** means the failure of parents or care givers to meet a child's physical and emotional needs or failure to protect a child from exposure to danger. This definition equally applies to any person who has a duty of care towards the child;
- 8.8. **Bullying and/or cyberbullying:** means unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally, deliberately excluding someone, threats, shaming, hostile teasing, insults, constant negative judgment and criticism, and racist , sexist or LGBTQIA+ phobic language;
- 8.9. **Complicity:** assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this Policy;
- 8.10. **Retaliation:** any adverse action taken by a Member, Registered Individual or Registered Group of the National Federation against any person participating in any Investigation or proceedings initiated by the National Federation pursuant to this Policy. Retaliation by a such a Member, Registered Individual or Registered Group against a person making an allegation, supporting a reporting party or providing information relevant to the allegation is a serious violation of this Policy.
- 8.11. **Failure to cooperate:**
- 8.11.1. Failing to cooperate with any Investigation carried out by, or on behalf of, the National Federation in relation to a possible breach or violation of this Policy, including, without limitation, failing to provide accurately, completely and without undue delay any information and/or documentation and/or access or assistance requested by the National Federation as part of such an Investigation.
- 8.11.2. Obstructing or delaying any Investigation that may be carried out by, or on behalf of the National Federation in relation to a possible violation of this Policy, including without limitation, concealing, tampering with or destroying any documentation or other information that may be relevant to the Investigation.

- 8.12. Harassment and Abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive.
- 8.13. Harassment and Abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual or a group against another person.
- 8.14. All Registered Individuals, Staff and Volunteers are susceptible to being a target of the various forms of Harassment and Abuse.

## 9. CONFIDENTIALITY

- 9.1. The Safeguarding Officer undertakes to respect the confidentiality of all the information received at any phase of the investigation.
- 9.2. All the information provided by the whistle blower and other informants shall be kept by the Safeguarding Officer and will be considered confidential at all times.
- 9.3. In the event that the incident / violation could be a criminal offence, the Safeguarding Officer must share the collected information with the relevant authorities in accordance with the applicable law (where the matter has been referred to the relevant authorities).
- 9.4. The Safeguarding Officer may share information where permitted and required by law and may use the confidential information in cases where the disclosure is necessary to protect someone from further violations of this Policy.
- 9.5. During any investigation (internal or external) following a reported Safeguarding concern / violation, the welfare of all involved remains paramount and the National Federation will endeavour to provide appropriate support to athletes, parents, coaches, staff, officials and volunteers who are affected by a Harassment or Abuse situation including, where appropriate, the Responding Party or Person alleged Responsible.
- 9.6. Any attempt to defame, harass, abuse, intimidate, bribe or threaten victims, their family members, whistle blowers or an Responding Party or Person alleged Responsible may be reported to the relevant authorities and may result in a separate internal disciplinary action.



## 10. REPORTING AND INVESTIGATING PROCEDURE

- 10.1. The National Federation strongly encourages the reporting of all incidents / violations of suspected non-accidental harm, poor practice, discrimination, bullying, harassment, abuse, violence and neglect, regardless of who the offender may be in order to foster well-being in the National Federation.

### 10.2. Whistle blowing

- 10.2.1. The National Federation strongly supports whistle blowers and has provided a confidential reporting system through the Guardian App for those who wish to remain anonymous.
- 10.2.2. The whistle blower can be anybody who is aware or has concerns about any form of non-accidental harm, poor practice, discrimination, bullying, harassment, abuse, violence and neglect as defined in Article 8 of this Policy.
- 10.2.3. In case it seems the victim of a non-accidental harm, poor practice, discrimination, bullying, harassment, abuse, violence and neglect needs urgent medical or police attention, the whistle blower must immediately contact the appropriate services. If not, the incident shall be reported by following the reporting procedure as set out in Article 10.3 of this Policy.
- 10.2.4. The report must be presented to the Safeguarding Officer, as set out in Article 10.3 of this Policy and must respect the process established in this Article.
- 10.2.5. The whistle blower has a right to conserve his/her anonymity and all the information he/she gives to the Safeguarding Officer is strictly confidential, as set out in Article 9 of this Policy.

### 10.3. How to report

- 10.3.1. Anyone can report any incident or concern or violation of this Policy to the Safeguarding Officer, who is the only appropriate person, as set out in Article 5 of this Policy.
- 10.3.2. The report can be made in a way that is most comfortable for the person initiating the report, however it is recommended that the Safeguarding Report (Annexure B) is completed and is emailed the Safeguarding Officer ([safeguarding@saef.org.za](mailto:safeguarding@saef.org.za)).
- 10.3.3. A copy of the Safeguarding Report form is available on the National Federation website. [Safeguarding – South African Equestrian Federation \(saef.org.za\)](https://www.saef.org.za/safeguarding)

- 10.3.4. A report can also be made using the Guardian App.
- 10.3.5. In case of non-use of the report, it will be important that the person reporting the incident or concern or violation provides the following information:
  - 10.3.5.1. Name, age, nationality and email address of the victim;
  - 10.3.5.2. Nature of the violation;
  - 10.3.5.3. A summary of the incident / violation / concern providing as much details as possible.
- 10.3.6. The National Federation will withhold the complainant's name upon request, to the extent permitted and required by law.
- 10.3.7. In order to investigate any concern / violation / incident the information required under Article 10.3.4 is the minimum requirement to engage in the investigation procedure or in case of a criminal offence, to alert the relevant authorities if they have not already been made aware of the incident / violation.
- 10.3.8. All the information provided will be kept by the Safeguarding Officer and is considered confidential. In the event that the incident / violation / concern is required by law to be reported to the relevant authorities – such as harm to children – the Safeguarding Officer must share the information collected with the relevant authorities in accordance with the applicable law.
- 10.3.9. It is the responsibility of the Safeguarding Officer to report any incident of a violation of this Policy to SASCO. Such a report must be made immediately on receipt of a complaint.

#### 10.4. Case Management

- 10.4.1. When a safeguarding complaint or concern arises three members of the Case Management Group will form a panel to consider the case. All safeguarding matters must be regarded as highly confidential and not for disclosure outside of the Case Management Group unless so agreed.
- 10.4.2. Members of the Case Management Group have an overriding obligation to protect children or adults with mental impairment, 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.

- 10.4.3. The Case Management Group will operate independently of the Executive Committee of the National Federation. The Case Management Group may meet in person or by way of telephone/video conferencing, if necessary.
- 10.4.4. Case management principles:
- 10.4.4.1. Any issues arises in relation to the protection, safeguarding or welfare of children or vulnerable adults shall be the paramount consideration;
  - 10.4.4.2. 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;
  - 10.4.4.3. Unless the determination finds no, or an insignificant, risk, effective steps must be taken to manage or reduce the risk;
  - 10.4.4.4. Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process;
  - 10.4.4.5. Any investigation must be sensitive to the welfare of the children and vulnerable adults during its processes and, at all time, hold central the need to keep the interests of children and vulnerable adults as paramount.
  - 10.4.4.6. 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;
  - 10.4.4.7. The assessment of risk involves consideration of the actual or potential harm that an individual may pose to children or vulnerable adults in equestrian sport;
  - 10.4.4.8. The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof. The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such a risk;
  - 10.4.4.9. Save in exceptional cases, the assessment will not require the production of a formal risk assessment report;
  - 10.4.4.10. 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 the sport and, in the light of this, must seek to ensure that such steps will be effective;
  - 10.4.4.11. 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 equestrian sport.
- 10.4.5. Members of the Case Management Group will be appointed by the National Safeguarding Officer in consultation with the Secretary General and the Executive Committee of the National Federation.

## 10.5. Investigation procedure

- 10.5.1. The role of the Safeguarding Officer is to conduct an investigation by gathering and assessing available evidence and information, following a decision made by the Case Management Panel or the Secretary General of the National Federation that an investigation is required as part of its safeguarding case management process.
- 10.5.2. Once the Case Management Panel or the Secretary General has recommended that an investigation is required, the Case Management Panel or the Secretary General will, where appropriate and required by law, notify the relevant persons of the allegation of a violation / concern / incident of this Policy and inform them that the matter (alleged action) is being investigated. Such notification shall include the name of the Safeguarding Officer who will conduct the investigation.
- 10.5.3. Investigations must be conducted in a fair and equitable way. Evidence to support and refute an allegation must be gathered and reported in an unbiased and independent manner.
- 10.5.4. The Safeguarding Officer will gather information and evidence through getting reports and/or interviews (including from third parties where relevant), and on social media; and expert evidence where required.
- 10.5.5. The Safeguarding Officer will endeavour to have child witnesses and vulnerable persons feeling as safe and comfortable as is practical. Children who are interviewed must be accompanied by an adult – preferably one of their parents or carers.
- 10.5.6. With the consent of the person being interviewed, an audio recording of the investigation interview will be made. Interviewees will have the opportunity to review any record made on the interview for factual accuracy.
- 10.5.7. The Safeguarding Officer will interview the Person Alleged Responsible on the specific concerns that relate to them. Should the Person Alleged Responsible refuse to provide information – the investigation report will be concluded and include reporting of the failure to cooperate (see Section 8.11 above).
- 10.5.8. The Complainant / Reporting Party and the Person Alleged Responsible will be given an appropriate 'right to reply' where the high level findings and recommendations are shared with them (where possible), and their views are recorded (where such views are provided).

- 10.5.9. Sharing of information with parties should respect confidentiality and be shared in a manner that does not facilitate the identification of the Complainant where he/she wishes to remain anonymous.
- 10.5.10. An investigation may be terminated, provided a sufficient explanation be given by the Safeguarding Officer.
- 10.5.11. The Safeguarding Officer will present a report to the Case Management Group that:
  - 10.5.11.1. Assesses the information and evidence provides and determines whether the complaint is:
    - 10.5.11.1.1. Substantiated – it is probable that the abuse took place;
    - 10.5.11.1.2. It is inconclusive – a clear recommendation cannot be reached either way, possibly due to a lack of information;
    - 10.5.11.1.3. Not substantiated – the evidence suggests that the abuse probably did not take place; and/or
    - 10.5.11.1.4. Malicious – means a report made with malicious intent containing untruths, in order to damage the reputation and/ or livelihood of the person against whom the report was made.
  - 10.5.11.2. Proposed action to be taken (where relevant) to reduce risk and meet the objectives of the Safeguarding Policy. This may include recommendations of disciplinary action.
  - 10.5.11.3. Proposes revision of policy and/or wider safeguarding measures to be implemented at a national or provincial level or at specific events.
- 10.5.12. Strict rules of evidence and issues of admissibility that apply to court hearings do not bind Safeguarding investigations by Safeguarding Officers.

## 11. DISCIPLINARY PROCEDURE

- 11.1. Following an investigation by the Safeguarding Officer and pursuant to this Policy, Case Management Group shall evaluate the Report prepared by the Safeguarding Officer and may refer the matter to the Judicial Commission for disciplinary action in terms of the Internal Regulations of the Judicial Commission.
- 11.2. The Judicial Commission will be the only relevant body to sanction or punish any kind of violation of this Policy.

- 11.3. Where the violation / incident has been referred to the relevant authorities in terms of the national law, any disciplinary proceeding referred to the Judicial Commission may continue and the findings of the Judicial Commission may be revised on conclusion of such a criminal matter.
- 11.4. Any sanction imposed by the Judicial Commission pursuant to a disciplinary procedure must take into consideration the principle of impartiality, the right to defence and equality.
- 11.5. Any sanctions or other measures pursuant to a disciplinary procedure shall be proportional to the infringement of this Policy. The following factors shall be taken into consideration:
  - 11.5.1. The nature of the violation;
  - 11.5.2. The severity of the violation;
  - 11.5.3. The number of the violation (is it a first offence or one of several);
  - 11.5.4. The abused or harassed person (young, impaired or adult participant);
  - 11.5.5. The relationship between the abuse or harassed and the abuser or harasser; and
  - 11.5.6. Any other relevant circumstances or factors.
- 11.6. The Judicial Commission can impose the following sanctions / measures – singularly or in combination – depending on the nature and the severity of the conduct and whether there are any aggravating and mitigating circumstances:
  - 11.6.1. Written or verbal apology;
  - 11.6.2. Formal warning;
  - 11.6.3. Risk assessment;
  - 11.6.4. Training and/or supervision;
  - 11.6.5. Temporary suspension;
  - 11.6.6. Termination of membership, registration to compete, agreement or contract (if applicable);
  - 11.6.7. Financial sanction;
  - 11.6.8. Competition ban;
  - 11.6.9. Suspension from the National Federation; and
  - 11.6.10. Any other sanction that the Disciplinary Hearing Panel considers appropriate in the circumstances and which will be referred to the Executive Committee for final approval.
- 11.7. Any sanction imposed by the Judicial Commission will be published on the National Federation's website as long as the sanction is applicable.
- 11.8. Anyone who has been found to have harassed or abused another participant will have the right to appeal against the decision of the Disciplinary Hearing

Panel in terms of the Internal Regulations of the Judicial Commission. It is specifically recorded that the commencement of disciplinary proceedings is not an appealable decision. The Person Alleged Responsible is afforded rights of reply and appeal through the process provided in the Internal Regulations of the Judicial Commission.

- 11.9. The National Federation shall be entitled to prevent any person convicted of a criminal offence which would also constitute a violation of this Policy from participating in any meetings or activities surrounding any Event, including as a spectator.

## 12. PROVINSIONAL MEASURES

- 12.1. The National Federation may, on recommendation from the Case Management Panel or the Safeguarding Officer, impose provisional measures, including a provisional suspension, on the Member of the National Federation, a Registered Individual or a Registered Group.
- 12.2. Where a provisional measure is imposed, such a suspended Member, Registered Individual or Registered Group may apply to the Judicial Commission for relief against such provisional measures, including the lifting of a provisional suspension.
- 12.3. Where a provisional measure is imposed, this shall be taken into consideration in the determination of any sanction which may ultimately be imposed.

## 13. NON-RECENT INCIDENTS / VIOLATIONS

- 13.1. Serious allegations of sexual abuse may be made any time after the Event or Incident. Where a non-recent allegations is made, the Safeguarding Officer should:
  - 13.1.1. Clarify whether there is a current risk to participants at any Events; and
  - 13.1.2. Advise the individual of their right to make a formal complaint to the police.
- 13.2. This Policy does not apply any specific limitations periods for sexual abuse and any serious allegation of non-recent abuse will be treated in accordance with this Policy.

## 14. CRIMINAL CONVICTIONS AND FINDINGS OF FACT

- 14.1. The National Federation shall establish that an incident of Harassment and Abuse has occurred where:
  - 14.1.1. A Registered Individual of the National Federation is convicted of a criminal offence;
  - 14.1.2. The FEI, IOC, SASCOC, IPC or CWG (or another regulatory body) has determined that an allegation of Harassment or Abuse against a Member of the National Federation, a Registered Individual or Registered Group is/are proven;
  - 14.1.3. The Hearing Panel of the Judicial Commission, having considered any representations made by the Member, Registered Individual or Registered Group and any other affected parties may determine that it is appropriate to impose a sanction relating to a violation / incident of this Policy.
- 14.2. The Hearing Panel may apply to the National Federation that such a Member, Registered Individual or Registered Group is prohibited from some or all Federation activities or the Hearing Panel may determine its own sanction. Any sanction imposed by the Hearing Panel or the National Federation shall be subject to a right of appeal to SASCOC in terms of the Internal Regulations of the Judicial Commission.

## 15. RETENTION OF RECORDS

- 15.1. Any information relating to complaints or Harassment or Abuse will be stored securely and be compliant with the requirements of the Protection of Personal Information Act.
- 15.2. Any information about poor practice or complaints about Harassment and Abuse that may indicate that a Member, Registered Individual or Registered Group in a position of trust is unsuitable to work or volunteer in equestrian sport will be retained for as long as the Member, Registered Individual or Registered Group remains active in equestrian sport or for ten (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.
- 15.3. Any other records relating to other complaints will be retained for a period of three (3) years unless a similar complaint arises within that period.
- 15.4. Any records relating to disciplinary action taken by the National Federation should be retained in accordance with the provisions of the Internal Regulations of the Judicial Commission.



## 16. SAFE RECRUITMENT OF STAFF AND VOLUNTEERS

- 16.1. The following procedures are aimed at ensuring that all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in equestrian sport.
- 16.2. The National Federation and its Members must ensure all reasonable steps are taken during recruitment and nominations (elections) to prevent unsuitable individuals from working with children, young people, persons with impairments and other vulnerable adults.
- 16.3. All individuals involved in equestrian sport, who will have significant access to children, young people, persons with an impairment and other vulnerable adults must be vetted to establish whether they have any criminal convictions or other past behaviour which suggests they are unsuitable to work with children, young people, persons with an impairment and other vulnerable adults or may present a risk to them. This applies equally to paid staff and volunteers.
- 16.4. All applications for roles in equestrian sport that involve 'regular contact' with children, young people, persons with impairment and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work. The level of vetting should be appropriate to the role being applied for and will be undertaken by the National Federation (or its Member's) Nomination Committee.
- 16.5. All existing and new volunteers and employees working in roles that involves 'regular contact' with children, young adults, persons with impairment and other vulnerable adults; or where they hold a position of trust; or existing staff or volunteers who change their role to work with these vulnerable groups, are required to complete a vetting process.
- 16.6. This Policy and all procedures in this Policy apply to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children, young people, persons with an impairment or other vulnerable adults or have access to their personal data.
- 16.7. Although the vast majority of staff and volunteers that work in equestrian sport are committed, dedicated people who are motivated to work within the sport for commendable reasons, it is vital that all reasonable steps are taken to ensure that any unsuitable people or people who may cause harm to children, young people, persons with an impairment and other vulnerable adults are prevented from working with them.

- 16.8. This Policy and all procedures in this Policy is aimed to safeguard all Registered Individuals in equestrian sport from Harassment, Abuse and exposure to poor practice. The National Federation recognises that a large majority of Registered Individuals in equestrian sport are children and that equestrian sport offers programmes and activities for children and adults with impairments. The National Federation and its Members have a statutory duty to vet staff and volunteers who have regular contact with children and/or persons with an impairment.
- 16.9. The National Federation considers that persons prohibited from working with children and/or persons with an impairment may also not be suitable to work with young people and other vulnerable adults.
- 16.10. The Children's Act, 38 of 2005 (as amended) makes provisions for a National Child Protection Register and states that no person, whose name appears in Part B of the Register, may manage or operate, or participate or assist in managing or operating, a School, Club or Association providing services to children. A person who fails to disclose the fact that their name is entered in Part B of the Register is guilty of misconduct and the person's services may be terminated as a result of non-disclosure.
- 16.11. All staff and volunteers in equestrian sport, who have regular contact with children must declare whether or not their name appears in Part B of the National Child Protection Register.
- 16.12. The Criminal Law (Sexual Offences and Related Matters) Amendment Act, 32 of 2007, as amended, makes provision for a National Register for Sexual Offenders and places a responsibility on employers and employees in respect of the Act.
- 16.13. In terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, an employer includes any person, organisation, institution, club, sports club, association or body who or which, employs employees who – in any manner and during the course of their employment – will be placed in a position of authority, supervision or care of a child or a person who is impaired, or will gain access to a child or a person who is impaired; owns, manages, operates or has any business or economic interest in or is in any manner responsible for, or participates or assists in the management or operation of any entity or business concerns or trade relating to the supervision over or care of a child or a person who is impaired or working with or who gains access to a child or a person with an impairment or places where children or persons who are impaired are present or congregate.
- 16.14. The National Federation and its Members are employers as defined in the Criminal Law (Sexual Offences and Related Matters) Act by virtue of the

programmes and activities they deliver which include programmes and activities for children and persons with an impairment.

- 16.15. The Criminal Law (Sexual Offences and Related Matters) Act defines employees as: any person who applies to work for or works for an employer and who receives or is entitled to receive any remuneration, reward, favour or benefit; or any person who in any manner applies to assist or assists in carrying on or conducting the business of an employer, whether or not he or she is entitled to receive any remuneration, reward, favour or benefit.
- 16.16. All staff and volunteers of the National Federation and its Members, with regular contact with children and/or person with an impairment are employees as defined in the Criminal Law (Sexual Offences and Related Matters) Act.
- 16.17. The National Federation and its Members may not employ a person whose name appears on the National Register of Sexual Offenders if there is any likelihood they will come into contact with children or persons with an impairment as a result of their duties. Failure to check employees against the register and employing someone on the register is a criminal offence and is liable on conviction to a fine or to imprisonment for a period not exceeding seven years or to both a fine and such imprisonment.
- 16.18. The National Federation and its Members as employers defined in the Act, are required to apply to the Registrar of the National Register for Sexual Offenders for a prescribed certificate, stating whether or not the particulars of an employee, as defined, are recorded in the Register. All employees (staff and volunteers) of the National Federation and its Members that may come into contact with children and persons with an impairment must be checked against the National Register for Sexual Offenders. Such a vetting against the register must be done for all future employees and retrospectively for existing employees. This will be conducted by the Nominations Committee.
- 16.19. Employees are required by the Criminal Law (Sexual Offences and Related Matters) Act to inform their employers if they have been convicted of a sexual offence against a child or a person with an impairment, or is alleged to have committed a sexual offence against a child or a person with an impairment, and who has been dealt with in terms of section 77 of the Criminal Procedure Act, 1977, irrespective of whether or not such an offence was committed or allegedly committed during the course of his or her employment, must without delay disclose such a conviction or finding to his or her employer. They must also disclose any conviction or finding when applying for a role within the organisation. Failing to disclose this is a criminal offence liable on conviction to a fine or to imprisonment not exceeding seven (7) years or to both a fine and such imprisonment.

- 16.20. The National Federation and its Members are not recognised organisations for the purpose of accessing the National Child Protection Register and the onus is on the employee to declare if they are named on the Register. Where the National Federation and its Members suspect an employee may have made a false declaration with regard to their name not appearing on the National Child Protection Register, they will report the matter to the South African Police Services or the Social Services for them to investigate. Although the National Federation and its Members are required to apply to the Registrar of the National Register for Sexual Offenders for a prescribed certificate, stating whether or not the particulars of an employee as defined by the act are recorded in the Register, the Registrar has indicated in writing that the issuing of clearance certificates and verifying of individuals for any purpose is not yet operational. The onus is therefore on the employee to declare if they are named on the Register. In addition to obtaining a clearance for the South African Police Service, employees must also disclose to their employers (on affidavit) that they have never been convicted of a sexual offence against a child or a person with a mental impairment. This affidavit, must be placed on the employee's file to be utilised at a future date once the Register becomes fully operational. Where the National Federation and its Members suspect an employee may have made a false declaration with regard to their name not appearing on the National Register of Sexual Offenders they will report the matter to the South African Police Service or Social Services for them to investigate.
- 16.21. The National Federation minimum standards for the vetting of applicants for roles in the sport to be undertaken during the recruitment process for new applicants and retrospectively for all existing employees (staff and volunteers) in order to prevent unsuitable individuals from working with children, young people, persons with an impairment and other vulnerable adults are:
- 16.21.1. That all potential and existing employees (staff and volunteers) must submit a police clearance certificate;
  - 16.21.2. That all potential and existing employees (staff and volunteers) must also disclose to their employers (on affidavit) that they have never been convicted of a sexual offence against a child or a person with a mental impairment and that their name does not appear in Part B of the National Child Protection Register as a person deemed unsuitable to work with children;
  - 16.21.3. That all potential and existing employees (staff and volunteers) must provide the names of two referees who must provide a reference using the National Federation's employee reference form.
- 16.22. The National Federation and its Members must implement the minimum standards to check the suitability of individuals from working with children,

young people, persons with an impairment and other vulnerable adults. Any concerns raised as to the suitability of an individual to work with children, young people, persons with an impairment and other vulnerable adults during the vetting of employees (staff and volunteers) must be investigated before a decision is made to appoint a new employee (staff or volunteer); or to continue to employ an existing employee (staff or volunteer).

- 16.23. If a concern has arisen during the vetting of existing employees (staff or volunteers) regarding their suitability to work with children, young people, persons with an impairment and other vulnerable adults, the National Federation or its Members may suspend the employee (staff and volunteer) from all or some of their duties whilst an investigation is conducted.
- 16.24. As people who want to abuse children, young people, persons with an impairment and other vulnerable adults may seek out various avenues to gain access to children, young people, persons with an impairment and other vulnerable adults, it is important that the minimum standards for vetting are followed at all times, even where there is only one applicant for a position.
- 16.25. All employees whether staff and volunteers of the National Federation or its Members will be required to complete the National Federation's vetting procedures. The only current exception to this is in the case of one-off volunteers who will only have supervised contact with children, young people, persons with an impairment or other vulnerable adults for a limited period of time, eg volunteers helping out at a fundraiser or Event.
- 16.26. Where one-off volunteering leads to regular contact with children, young people, persons with an impairment or other vulnerable adults, the minimum standards for vetting employees must be fully applied.
- 16.27. The following additional measures may be implemented when interviewing for a role in equestrian sport to check the suitability of staff or volunteers to work with children, young people, persons with an impairment and other vulnerable adults:
  - 16.27.1. The volunteer's qualifications and experience for the role with reference to:
    - 16.27.1.1. Identifying a timeline of previous roles in sports, and any other role that involved working directly with children, young people, persons with an impairment or other vulnerable adults;
    - 16.27.1.2. Assessing attitudes and commitment of safeguarding;
    - 16.27.1.3. Assessing their previous experience of working with children both inside and outside of equestrian sport;

- 16.27.1.4. Giving the applicant a scenario of a safeguarding nature such as child not being collected after a sport session and ask what they do in that circumstances;
  - 16.27.1.5. Asking the applicant if they have ever been refused work that involved contact with children, young people, persons with an impairment or other vulnerable adults or anything that the organisation or club should know that could affect their suitability to work with children, young people, persons with an impairment or other vulnerable adults.
- 16.28. In line with best practice, the National Federation recommends that the minimum standards for vetting of applicants for roles in equestrian sport – in order to prevent unsuitable individuals from working with children, young people, persons with an impairment or other vulnerable adults are renewed every three years.

## 17. GENERAL PROVISIONS

- 17.1. This Policy comes into effect immediately after it has been approved by the National Council of the National Federation and replaces any previous Safeguarding Policies.
- 17.2. Any amendments of this Policy must be approved by the National Council of the National Federation.

**APPENDIX A**

**REPORTING FORM**

FORM FOR REPORTING CONCERNS	
<b>Whistle Blowers and/or Complainant Information</b>	
Name	
Age / date of birth	
Nationality	
Address	
Email	
Telephone	
Relationship to the victim	
Position on harassment: (circle the relevant)	Witness Someone reported to you Victim Other
<b>Victim's Information</b>	
Name	
Age / date of birth	
Nationality	
Address	
Email	
Telephone	
Victim is: (circle the relevant)	Athlete Staff Volunteer Official Other (provide more information)
Other specific information (victim is a child, young athlete, person with an	

impairment or other vulnerable adult)	
<b>Detail of the Harassment or Abuse</b>	
Nature of the Incident: (circle all relevant)	Psychological abuse Physical abuse Sexual harassment Sexual abuse Neglect Bullying Other (specify)
Date, time, place, country of the incident	
Information about the harasser or abuser if possible (identity and contact details)	
The incident is: (circle the relevant)	Suspicion of harassment or abuse Recognised harassment or abuse
Explanation of the incident (as accurate and detailed as possible)	



Any action taken before the report (relevant authorities)	Yes (specify which one)  No
<b>Other Information</b>	
<div></div>	
<i>All information in this document is strictly confidential and only the National Federation Safeguarding Officer can read it.</i>	