



PO Box 16361, Dowerglen  
64 Sycamore Drive  
Dowerglen Ext 3  
Gauteng  
South Africa 1612

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## ***TENPIN BOWLING ASSOCIATION OF SOUTH AFRICA Safeguarding Policy 30.05.2023***

# **TBASA Safeguarding Policy against Harassment and Abuse in TENPIN BOWLING IN SOUTH AFRICA**

Tel. 082 455 2935 / E-mail. [info@tenpinbowling.co.za](mailto:info@tenpinbowling.co.za)



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## 1 PURPOSE

This policy will enable the TENPIN BOWLING ASSOCIATION OF SOUTH AFRICA to demonstrate its commitment to keeping safe the vulnerable adults/children and people in society, with whom it works alongside.

Tenpin Bowling Association of South Africa South acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that Staff, Volunteers (which includes the Executive Council) and Members can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Tenpin Bowling Association of South African:

- To promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- To ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- And to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults and children.

Vulnerable groups are defined as:

- People aged 18 or over.
- Children.
- Young adults.
- Women.
- Elderly persons.
- Physically or mentally disabled athletes.
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The policy applies to all TBASA Volunteers, Members and anyone working on behalf of Tenpin Bowling Association of South Africa.

It is acknowledged that significant numbers of vulnerable adults/children are abused and it is important that TBASA has a Safeguarding Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy, TBASA will work:

- To acknowledge & promote the freedom and dignity of the person who has or is experiencing abuse
- To acknowledge & promote the rights of all people to live free from abuse and coercion

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- To ensure as far as possible the safety and well-being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- To manage services in a way which promotes safety and prevents abuse
- Recruit Volunteers safely, ensuring all necessary checks are made
- Provide effective management for Volunteers through supervision, support and training

### **Tenpin Bowling Association of South Africa:**

- Will ensure that all TBASA Executive Council Members, Provincial/Regional Presidents, Volunteers and Members are familiar with this policy and procedures
- Will work with other agencies
- Will act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- Will inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent
- Will make a referral to the social services or police as appropriate
- Will endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults/children and vulnerable athletes within its membership.
- Will ensure that the Safeguarding Officer understands his/her responsibility to refer incidents of adult/child or vulnerable athlete's abuse to the relevant statutory agencies (SAPS).

## **2 Introduction**

Tenpin Bowling Association of SA (TBASA), is South Africa's National Tenpin Bowling sporting body. The main business of TBASA is to promote and develop a strategy and framework for high performance tenpin bowling as defined in the National Sport and Recreation Act 110 of 1998 as amended by the National Sport and Recreation Amendment Act, No 18 of 2007 in the Republic of South Africa as well as to act as the controlling body for Tenpin Bowling and for the preparation and delivery of all Tenpin Bowling activities, competitions and events locally, interprovincially and internationally.

Included in its objectives are the following:

- Affiliation to and/or recognition by the appropriate international, continental, and regional organizations and for these purposes to act as the recognised national entity for the Republic of South Africa.
- Act against any form of discrimination and violence in Tenpin Bowling in South Africa.

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- Adoption and implementation of WADA's Anti-Doping Code, thereby ensuring that TBASA aligns to international anti-doping policies, rules, and regulations.

TBASA must create an atmosphere in which everybody who participates in Tenpin Bowling in South Africa can have a safe, rewarding, and positive experience.

Harassment and abuse can occur in any sport and could impact on the wellbeing of everyone, as well as TBASA and its members. TBASA strongly subscribes to the protection of everyone involved in tenpin bowling. TBASA believes that all athletes, coaches, officials, staff and volunteers who wish to participate in tenpin bowling, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect.

Safeguarding in Tenpin Bowling in South Africa is the responsibility of TBASA and they will endeavour to ensure all their staff, volunteers, operations and programmes do no harm to children or vulnerable adults, or expose them to harassment, abuse, or exploitation

### **3 STEPS IN THE PREVENTION OF ABUSE**

TBASA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within the Tenpin Bowling Association of SA will be treated with respect.

Therefore, this policy needs to be read in conjunction with other policies that are relevant that TBASA has in place.

The organisation will work within the current legal framework for reporting Staff or Volunteers that are abusers.

Service users will be encouraged to become involved with the running of the organisation. Information will be available about abuse and the complaints policy and Safeguarding policy statement will be available to service users and their carers/families.

### **4 RECOGNISING THE SIGNS AND SYMPTOMS OF ABUSE**

TBASA is committed to ensuring that Employees, Volunteers and Members undertake training to gain a basic awareness of signs and symptoms of abuse. TBASA will ensure that the Safeguarding Officers, Volunteers and Members have access to training around Safeguarding.

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***"Abuse is a violation of an individual's human and civil rights by any other person or persons"***

Abuse includes:

- Physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- Sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- Psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- Financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- Neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- Discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- Institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

***Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.***

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, Staff Members, Volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

## **5 SAFEGUARDING OFFICER**

TBASA has an appointed individuals who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for workers to consult with. The Safeguarding Officer(s) for Safeguarding within TBASA is:

Kiley Cassel

info@tenpinbowling.co.za

Mobile Number: +27 82 455 2935

Deputy Reporting Officer:

Amanda Grové

amanda.grove73@gmail.com

Mobile Number: +27 83 406 7558

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The roles and responsibilities of the named person(s) are:

- To ensure that Employees, Volunteers and Members are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect
- To ensure that concerns are acted on, clearly recorded and referred to the allocated social worker/care manager where necessary
- To follow up any referrals and ensure the issues have been addressed
- Consider any recommendations from the Safeguarding process
- To reinforce the utmost, need for confidentiality and to ensure that Employees, Volunteers and Members are adhering to good practice with regard to confidentiality and security. This is because it is around this time, when a person starts to challenge abuse, that the risks of increasing intensity of abuse are greatest.
- To ensure that Employees, Volunteers and Members working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.

## **6 RESPONDING TO PEOPLE WHO HAVE EXPERIENCED OR ARE EXPERIENCING ABUSE**

TBASA recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
  - Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance or appropriate Medical Staff, if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, Staff, Volunteers and service users safe

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- To inform the Safeguarding Officer
- To record what happened in the log of incidents where safeguarding concerns will be recorded.

All situations of abuse or alleged abuse will be discussed with the Safeguarding Officer or their Deputy.

## **7 MANAGING ALLEGATION MADE - EMPLOYEES, VOLUNTEERS OR MEMBERS**

Tenpin Bowling Association of South Africa will ensure that any allegations made against Employees, Volunteers or Members will be dealt with swiftly.

Where a member of Staff/volunteer/member is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

Any incidents of harassment or abuse that are perpetrated against a child must be reported 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.

## **8 RECORDING AND MANAGING CONFIDENTIAL INFORMATION**

Tenpin Bowling Association of South Africa is committed to maintaining confidentiality wherever possible and information around Safeguarding issues should be shared only with those who need to know. All allegations/concerns should be recorded in the log where safeguarding concerns will be recorded. The information should be factual and not based on opinions. Record what the person tells you and what you have seen and witnessed, if appropriate. The information that is recorded will be kept secure and will comply with data protection procedures.

Access to this information will be restricted to the Safeguarding Officer, Deputy and the Executive Committee.

## **9 DISSEMINATING/REVIEWING POLICY AND PROCEDURES**

This Safeguarding Policy will be clearly communicated to TBASA Staff, Members, Volunteers, service users, parents and carers. The Safeguarding Officer will be responsible for ensuring that this is done.

The Safeguarding Policy will be reviewed by the Executive Committee a year after development and then every three years, or in the following circumstances:

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

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The Safeguarding Officer will be involved in this process and can recommend any changes. The Safeguarding Officer will also ensure that any changes are clearly communicated to Employees, Volunteers and Members. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.

The policy was reviewed a year after development and will then be reviewed every three years, or in the following circumstances:

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

## **10 ANTI DOPING POLICY**

The use of any drugs defined by WADA (World Anti-Doping Agency) as prohibited drugs or substances that fall into the following categories androgens, blood doping, peptide hormones, stimulants, diuretics, narcotics, and cannabinoids are prohibited.

Tenpin Bowling Association of South Africa follows the policies and updates from International Bowling Federation and European Bowling Federation on any additions/changes to the WADA policies.

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**ACKNOWLEDGEMENTS**

**THIS POLICY MANUAL HAS, IN PART, BEEN ADAPTED FROM THE POLICY DEVELOPED BY SASCOC TO ENSURE THAT ANY REQUIRED SASCOC DEFINED REGULATIONS AND / OR POLICIES ARE CONSIDERED IN TENPIN BOWLING ASSOCIATION OF SOUTH AFRICA'S SAFEGUARDING POLICY.**

This policy was adopted by the TBASA Executive Committee:

On the 25<sup>th</sup> May 2023



Signed: KILEY CASSEL

NF PRESIDENT



Signed: WERNER GROENEWALD

VICE PRESIDENT



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## 11 ANNEXURES

### ANNEXURE A: REPORTING FORM

<b>FORM FOR REPORTING CONCERNS</b>	
Name of reporter	
Addresses of Reporter (Physical and e-mail)	
Telephone number of reporter	
Relationship to the victim	
How did you receive this information	<input type="checkbox"/> Witness <input type="checkbox"/> Someone reported to you <input type="checkbox"/> Victim <input type="checkbox"/> Other (specify)
<b>Victim's Information</b>	
Name	
Age/Date of birth	
Nationality	
Addresses (Physical and e-mail)	
Contact number	
Victim is:	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Officials <input type="checkbox"/> Others
Other specific information (Young athlete, impaired athlete...)	

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Detail of the harassment or abuse	
Nature of the incident:	<input type="checkbox"/> Psychological abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other (specify)
Date, time, place, country of the incident	
Information about the harasser or abuser if possible (identity, contact details etc.)	
The incident is:	<input type="checkbox"/> Suspicion of harassment or abuse <input type="checkbox"/> Recognised harassment or abuse
Explanation of what happened (Please give as much accurate detail as possible)	
Any action taken before the report (relevant authorities):	<input type="checkbox"/> Yes (specify which one) <input type="checkbox"/> No
Other Information	
<b>All information in this document is STRICTLY CONFIDENTIAL and only for use by the TBASA DSO or any person they deem would be able to assist the victim or Safeguarding Officer can read it.</b>	

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ANNEXURE B: ACKNOWLEDGEMENT OF SAFEGUARDING REGULATIONS

I, \_\_\_\_\_, hereby acknowledge that I have familiarised myself with the policies and procedures defined in TBASA Safeguarding Policies and Regulations and I hereby accept that I will at all times adhere to all Safeguarding measures of all athletes with special consideration to athletes defined as vulnerable who may include but not limited to Young Adults, People with a Mental and/or a Physical Disability, Competitive Athletes, Women, Elderly Persons, and any other Vulnerable Adults.

I further undertake to report any suspicion or knowledge to an appointed Designated Safeguarding Officer.

I hereby accept these conditions.

This document was signed by me on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Tel. 082 455 2935 / E-mail. [info@tenpinbowling.co.za](mailto:info@tenpinbowling.co.za)**

