



# **SAFEGUARDING POLICY**

Last Update 1<sup>st</sup> May 2023

*IN ACCORDANCE WITH THE TERMS OF THE WORLD ARCHERY CODE OF CONDUCT, WAAf ACKNOWLEDGES ITS OBLIGATION TO IMPLEMENT A SAFEGUARDING POLICY WHICH SHALL BE EASILY ACCESSIBLE TO ALL MEMBERS.*

*WAAf STRONGLY CONTRIBUTES TO THE PROTECTION OF EVERYONE INVOLVED IN ARCHERY BOTH IN AFRICA AND GLOBALLY. AND BELIEVES THAT ALL ATHLETES, COACHES, OFFICIALS, STAFF AND VOLUNTEERS WHO WISH TO PARTICIPATE IN THE SPORT OF ARCHERY, HAVE A RIGHT TO PARTICIPATE IN A SAFE AND INCLUSIVE ENVIRONMENT, FREE FROM ALL FORMS OF HARM, DISCRIMINATION, ABUSE, VIOLENCE AND NEGLIGENCE.*

*THIS POLICY AIMS TO PROMOTE A SAFE ENVIRONMENT, BOTH INDEPENDENTLY AND IN PARTNERSHIP WITH OTHER NECESSARY PARTIES, INCLUDING MEMBER ASSOCIATIONS, PARENTS (OR LEGAL GUARDIANS), ATHLETES, AND THE ARCHERY COMMUNITY, THE TERMS OF WHICH POLICY ARE RECORDED BELOW:*

## **1. DEFINITIONS**

- 1.1. **“Abuse”** shall mean, but is not limited to psychological abuse, physical abuse, sexual harassment, sexual abuse, neglect and bullying;
- 1.2. **“Adult”** means a person over the age of 18 years;
- 1.3. **“Athlete”** means any archer of all ages who may or may not be a member of a Member Association of WAAf;
- 1.4. **“Athletes with disabilities”** means those 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”** 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 rumors or falsehoods, attacking someone physically or verbally and deliberately excluding someone;
- 1.6. **“Child”** and **“Adolescent”** shall mean every person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10-18 years of age;
- 1.7. **“Harassment”** refers to the description of the various forms of harassment and abuse as set out in the IOC Consensus Statement 2016. Harassment can be expressed, but not limited to, five forms which may occur in combination or in isolation. These include psychological harassment, physical abuse, sexual harassment, sexual abuse, neglect and bullying. Harassment and abuse can be based on any grounds including race, religion, color, 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 and abuse often result from an abuse of authority, meaning the improper use of a position of influence,

power or authority by an individual against another person. The Protection from Harassment Act 17 of 2011 defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know (a) causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably (i) following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be; (ii) engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues; or (iii) sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person; or (b) amounts to sexual harassment of the complainant or a related person;

- 1.8. **“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;
- 1.9. **“Homophobia”** means antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals;
- 1.10. **“Disciplinary Committee”** is the relevant body of the Member Association or WAAf to lead the disciplinary procedure in case of violation of this Safeguarding Policy;
- 1.11. **“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 coaches and Athlete entourages;
- 1.12. **“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 Athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm;
- 1.13. **“Non-Accidental Harm”** means any unwelcome Sexual Harassment and/or Abuse, financial Abuse, Bullying and emotional abuse, Hazing, Neglect, physical Abuse and Child exploitation.
- 1.14. **“Officials”** means members of the team involved in archery events, including but not limited to, technical official, medical support, management, volunteer, coach and any other member of the team’s entourage at an archery event;
- 1.15. **“Policy”** means this Safeguarding Policy;
- 1.16. **“Physical Abuse”** means non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;
- 1.17. **“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 document, 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;

- 1.18. **"Safe Sport"** means an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes;
- 1.19. **"Sexism"** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism;
- 1.20. **"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;
- 1.21. **"Sexual Harassment"** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;
- 1.22. **"Volunteers"** means people working or assisting a Member Association or WAAf during team preparation and delivery at archery events; and
- 1.23. **"Young Adults"** are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience they might not have developed resilience and may be more at risk of exploitation harm or abuse.

## 2. INTRODUCTION

- 2.1. 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.
- 2.2. WAAf is committed to promoting a safe environment for its Members, Athletes, support personnel, Coaches, Trainers, Officials, Volunteers and staff in all Disciplines.
- 2.3. Consistent with the objectives and principles of WAAf, the welfare of the archery community, especially minors and vulnerable adults, is of paramount concern. When any member of the archery community is subjected to or engages in abuse or misconduct, it undermines the mission of WAAf and is inconsistent with the best interests of the sport of archery and sport in general.
- 2.4. Everyone has the right to participate in archery in an environment free from non-accidental harm, Discrimination, Bullying, Harassment, Abuse, violence and Neglect irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, color, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

## 3. PURPOSE AND SCOPE

- 3.1. The purpose of this Safeguarding Policy is to ensure that archers and all Athletes taking part in archery within the African continent and globally, can do so without fear of Harassment or Abuse. The key objectives of the policy are to:
  - 3.1.1. Ensure everyone in archery 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 the sport of archery 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 archery, 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 the sport of archery.

#### 4. VIOLATIONS OF THIS SAFEGUARDING POLICY

- 4.1. The following acts shall be considered as a violation of this Safeguarding Policy (but not limited to):
  - 4.1.1. Any form of Abuse;
  - 4.1.2. Any form of Harassment;
  - 4.1.3. Neglect;
  - 4.1.4. Complicity, i.e., assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this Policy; and
  - 4.1.5. Failure to cooperate:
    - i. Failing to cooperate with any investigation carried out by, or on behalf of, WAAf in relation to a possible breach 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 WAAf as part of such investigation; and
    - ii. Obstructing or delaying any investigation that may be carried out by, or on behalf of WAAf 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.

#### 5. RETALIATION, REPORTING AND CONFIDENTIALITY

- 5.1. Members should report to their Member Association or WAAf, at the first available opportunity, full details of any incident, fact or matter that comes to their attention or of which they are aware that could amount to a violation of this Policy.
- 5.2. WAAf will report any behaviour, which in the reasonable opinion of WAAf, amounts to potentially criminal behaviour to the appropriate legal authorities or Member Association.
- 5.3. **Retaliation:**
  - 5.3.1. Retaliation is any adverse action taken by a WAAf member against a person participating in any investigation or proceedings initiated by SANAA pursuant to this Policy. Retaliation by a WAAf Member against a person for making an allegation, supporting a reporting party, or providing information relevant to an allegation is a serious violation of this Policy.
- 5.4. **Reporting Harassment and Abuse at any time:**

- 5.4.1. WAAf will take a report in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal, or written report. Regardless of the method of reporting, it is helpful to WAAf to get the following information: (1) the name of the complainant(s); (2) the type of misconduct alleged; (3) the name(s) of the alleged victim(s); and (4) the name(s) of the individual(s) alleged to have committed the misconduct.
- 5.4.2. Individuals may complete an Incident Report Form. **See Annex A below**
- 5.4.3. WAAf will withhold the complainant's name upon request, to the extent permitted and required by law.

#### 5.5. **Confidentiality**

- 5.5.1. To the extent permitted and required by law, and as appropriate, WAAf will handle any report it receives confidentially and discretely and will not make public the names of the complainant(s), potential victim(s), or accused person(s); however, WAAf may disclose such names on a limited basis when conducting an investigation, or report to the relevant bodies or when required to do so under applicable law.

#### 5.6. **Anonymous Reporting**

- 5.6.1. WAAf recognizes it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form:
  - iii. by completing the WAAf Incident Report Form without including their name;
  - iv. by expressing concerns of misconduct to WAAf; or
  - v. by expressing concerns in writing or verbally to the **Secretary General of WAAf - [akoura@waafrica.org](mailto:akoura@waafrica.org)**;  
(Please be aware that anonymous reporting may make it difficult to investigate or properly address allegations).

### 6. **INVESTIGATION AND NOTIFICATION**

- 6.1. Following the receipt of an allegation of a misconduct or violation of this Policy, WAAf may consider the circumstances in which it will notify other, Member Associations and/or the parents (or legal guardians) of Athletes with whom the accused individual may have had contact.
- 6.2. At WAAf's discretion, and as appropriate or required by law, WAAf may notify relevant persons, i.e., competition managers, staff members, contractors, volunteers, parents (or legal guardians), and/or Athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that WAAf is investigating.

### 7. **DUTY TO INFORM**

- 7.1. Member Associations shall promptly inform WAAf of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).

- 7.2. WAAf shall promptly inform the Member Associations of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).

## **8. OPENING A DISCIPLINARY PROCEDURE AND SANCTIONS**

- 8.1. Following an investigation by WAAf and pursuant to this Policy, WAAf shall evaluate all the evidence and shall decide whether or not to open a disciplinary procedure by referring the matter to the relevant Disciplinary Committee
- 8.2. Any case referred to the WAAf Disciplinary Committee pursuant to this Policy will be dealt with according to the procedures set out in the Constitution, Rules and Regulations of WAAf. Where appropriate, WAAf may wait until the outcome of any related criminal or civil proceedings is known before deciding whether or not to refer a case to the WAAf Disciplinary Committee.
- 8.3. The WAAf Disciplinary Committee shall have jurisdiction to decide on alleged breaches of this Policy in the first instance. The WAAf Disciplinary Committee may, either on its own initiative or upon the application of one or all of the parties concerned, stay the proceedings before the WAAf Disciplinary Committee pending the outcome of any related criminal or civil proceedings.
- 8.4. In the event of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect the Member Association or WAAf Disciplinary Committee will be the only relevant body to sanction or punish any kind of infraction of this Safeguarding Policy;
- 8.5. In case of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect which is a criminal offence in accordance with the applicable law, the disciplinary procedure will start after any sanction taken by the relevant authorities;
- 8.6. The WAAf Disciplinary Committee is only allowed to take sporting sanctions after any other sanctions taken by the relevant authorities. These sanctions can only be taken during the disciplinary procedure if they respect the principle of impartiality, right of defense and equality.
- 8.7. Sanctions and measures shall be proportional to the infringement of this Safeguarding Policy.
- 8.8. The following factors shall be taken into consideration:
  - 8.8.1. The nature of the violation;
  - 8.8.2. The severity of the violation;
  - 8.8.3. The number of the violation (is it a first offence or one of several);
  - 8.8.4. The abused or harassed person (young, impaired [physical, mental, intellectual or sensory] or adult participant);
  - 8.8.5. The relationship between the abused or harassed person and the abuser or harasser
  - 8.8.6. Any other relevant circumstances
- 8.9. The WAAf Disciplinary Committee can take the following sanctions and measures singly or in combination, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances, the following:
  - 8.9.1. Written or verbal apology;

- 8.9.2. Formal warning;
  - 8.9.3. Risk assessment;
  - 8.9.4. Training and/or supervision;
  - 8.9.5. Temporary suspension;
  - 8.9.6. Termination of membership, license, agreement or contract;
  - 8.9.7. Financial sanction;
  - 8.9.8. Competition ban;
  - 8.9.9. Banishment of any National Federation;
  - 8.9.10. Any other sanction that the WAAf Disciplinary Committee considers appropriate in the circumstances will be referred to the World Archery Board for final approval.
- 8.10. When determining the appropriate sanctions applicable, the WAAf Disciplinary Committee shall take into consideration all aggravating and mitigating circumstances and shall detail the effect of such circumstances on the final sanction in the written decision.
- 8.11. An appeal may be lodged against a decision of the WAAf Disciplinary Committee in accordance with the WAAf Rules and Regulations.
- 8.12. WAAf, via its Disciplinary Committee may impose provisional measures, including a provisional suspension on an archer. Where a provisional measure is imposed, an archer shall be entitled to apply to the WAAf Disciplinary Committee for relief against such provisional measures, including the lifting of a provisional suspension. Where a provisional measure is imposed, this shall be taken into consideration in the determination of any sanction which may ultimately be imposed.

## **9. MUTUAL RECOGNITION**

- 9.1. Subject to the right of appeal, any decision taken by the WAAf Disciplinary Committee pursuant to this Policy must be recognized and respected by all Member Associations. Where WAAf is informed that an archer has been:
- 9.1.1. convicted of a criminal offence which would constitute a violation of this Policy;
  - 9.1.2. held by his/her Member Association or any other competent sports governing body to which he/she is subject, to have committed a violation which would constitute a violation under this Safeguarding Policy, WAAf shall recognize the applicable conviction/decision imposed.
- 9.2. Where appropriate, WAAf reserves the right to open a separate disciplinary procedure against the archer in relation to his/her WAAf related activities.

## **10. SAFEGUARDING OFFICER(S)**

- 10.1. Member Associations and WAAf, through their respective Exco shall appoint two suitably qualified persons to serve as Safeguarding Officers for the association.
- 10.2. The Safeguarding Officers should preferably be one man and one woman. Each one of them will act individually or in collaboration, when it is required.
- 10.3. To respect the impartiality during any procedure, the Safeguarding Officers cannot be a member of any Disciplinary Committee.
- 10.4. The Safeguarding Officers have the following role and duties:



- 10.4.1. to be the main point of contact for anyone reporting suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time;
- 10.4.2. to be the main point of contact for the Member about any request concerning the Safeguarding Policy or safeguarding matters;
- 10.4.3. to manage the reporting and investigation procedure;
- 10.4.4. to inform the relevant Disciplinary Committee in case of a disciplinary or ethical procedure;
- 10.4.5. to provide, if requested, a support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of Harassment and Abuse; and
- 10.4.6. to implement and uphold this Safeguarding Policy.

## **11. SAFE RECRUITMENT OF STAFF & VOLUNTEERS**

- 11.1. The following policies and procedures are aimed at ensuring all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in or being involved in the sport of archery.
- 11.2. WAAf and its Members must ensure all reasonable steps are taken during recruitment to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable Adults.
- 11.3. All individuals involved in archery who will have significant access to children, young people, persons with a mental and/or physical disability and other vulnerable Adults must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children, young people, persons with a mental and/or physical disability and other vulnerable Adults or may present a risk to them. This applies equally to paid staff and volunteers.
- 11.4. All applications for roles in the sport that involve “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.
- 11.5. All existing and new volunteers and employees working in roles that involves “regular contact” with children, young people, persons with a mental and/or physical disability 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.
- 11.6. This WAAf safe recruitment policy and procedure applies to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children, young people, persons with a mental and/or physical disability or other vulnerable adults or have access to their personal data.
- 11.7. WAAf and its Members have a statutory duty to vet staff and volunteers who have regular contact with children and/or persons with a physical or mental disability.

- 11.8. WAAf also considers that persons prohibited from working with children or persons with a mental disability may also not be suitable to work with young people and other vulnerable adults.
- 11.9. No person whose name appears on a Child Protection / Sexual Offenders 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 on the Register is guilty of misconduct and the person's services may be terminated as a result of non-disclosure.
- 11.10. All staff and volunteers in sport who have regular contact with children must declare whether or not their name appears on a Child Protection / Sexual Offenders Register.
- 11.11. Criminal Law (Sexual Offences And Related Matters) places responsibilities on employers and employees in respect of the act.
- 11.12. The Criminal Law (Sexual Offences And Related Matters) defines an employer as set out in the act as including any person, organisation, institution, club, sports club, association or body who or which, as the case may be (i) 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 mentally disabled or working with or will gain access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate; (ii) owns, manages, operates, 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 concern or trade relating to the supervision over or care of a child or a person who is mentally disabled or working with or who gains access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate.
- 11.13. WAAf and its members are employers as defined in the Criminal Law (Sexual Offences and Related Matters), by virtue of the programmes and activities they deliver which include programmes and activities for children and persons with physical and mental disabilities.
- 11.14. The Criminal Law (Sexual Offences and Related Matters), defines employees as (a) 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 (b) any person, other than a person contemplated in (a), 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.
- 11.15. All staff and volunteers of Members Associations / WAAf with regular contact with children and persons with a physical or mental disability are employees as defined in the Criminal Law (Sexual Offences And Related Matters).
- 11.16. WAAf and its Members cannot employ a person whose name appears on the on the National Register for Sexual Offenders if there is any likelihood they will come into contact with children or persons who are mentally disabled as a consequence of their duties.

- 11.17. The following measures may be implemented when interviewing for a role in archery within the association, to check the suitability of staff or volunteers to work with children, young people, persons with a mental and/or physical disability or other vulnerable adults:
- 11.17.1. Considering the person's qualifications and experience for the role;
  - 11.17.2. Identifying a timeline of previous roles in sports, and any other role that involved working directly with children, young people, persons with a mental and/or physical disability or other vulnerable adults;
  - 11.17.3. Assessing attitudes and commitment to safeguarding;
  - 11.17.4. Assessing their previous experience of working with children both inside and outside of sport;
  - 11.17.5. 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 circumstance;
  - 11.17.6. Asking the applicant if they have ever been refused work that involved contact with children, young people, persons with a mental and/or physical disability 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 a mental and/or physical disability or other vulnerable adults.
- 11.18. In line with best practice, WAAf recommends that the minimum standards for the vetting of applicants for roles in archery in order to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable adults are renewed every three years.

## **12. RESPONSIBILITIES OF MEMBER ASSOCIATIONS AFFILIATED TO WAAf**

- 12.1. It is the responsibility of every Member and or affiliate of WAAf to:
- 12.1.1. Ensure that this Safeguarding Policy or their own Safeguarding document is available either online or in hard copy for any archer in their respective countries to view;
  - 12.1.2. Ensure that they, at all times, have 2 appointed designated Safeguarding officers (preferably one male and one female);
  - 12.1.3. Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers are cleared against the Sexual Offences Register;
  - 12.1.4. Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers have been cleared against the Child Protection Register;
  - 12.1.5. To assist Member Associations to understand our commitment to safeguarding including all relevant process' and protocols; and
  - 12.1.6. To ensure that every person has the ability to report anonymously on any challenges they may be facing and to encourage and motivate any person connected to the club, including but not limited to, club exco, club members, club athletes, parents of athletes, administrators and / or technical officials

to use the anonymous reporting platform if they feel they need to report anonymously.

### **13. RETENTION OF RECORDS**

- 13.1. 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 (POPIA).
- 13.2. 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 archery 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.
- 13.3. Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
- 13.4. Any records relating to disciplinary action taken by WAAf should be retained in accordance with the retention periods set out in the relevant Code of Ethics and Disciplinary Procedure.

ANNEX A

INCIDENT REPORT FORM

FORM FOR REPORTING VIOLATIONS OF POLICY OR CONCERNS	
<b>Whistle Blower Information</b>	
Name	
Age / DOB	
Nationality	
Address:	
Tel/Cell:	
Relationship to Victim	
Position on the violation	Witness <input type="checkbox"/> Someone reported to you <input type="checkbox"/> Victim <input type="checkbox"/> Other (specify): _____ _____ _____
<b>Victims Information</b>	
Name	
Age / DOB	
Nationality	
Address:	
Tel/Cell:	

Victim is:	Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Official <input type="checkbox"/> Other (specify): _____ _____ _____
Any other specific information (	(young athlete, impaired, disabled athlete etc)
<b>Details of the Harassment or Abuse</b>	
Nature of Incident	Psychological abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Sexual harrassment <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other (specify): _____
Date, Time, Place, Country of Incident	
Information about harasser or abuser if possible	
The incident	Suspicion of harrassment or abuse <input type="checkbox"/> Recognised harrassment or abuse <input type="checkbox"/>
Explanation of the incident	(as accurate as possible)
Any action taken before this reporting	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Other Information</b>	
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***ALL INFORMATION IN THIS REPORT IS STRICTLY CONFIDENTIAL***