



Child and Vulnerable Adult Protection Policy

Passion with Purpose leads to Possibility for all People.

The Foundation aims to affect meaningful evidence-based change in people’s lives by improving their mental and physical well-being through ocean based therapy programmes.

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Definitions

1. Staff include all employees, full and part-time, and programme volunteers who have any contact directly with children/differently abled individuals as well as those who may influence any outcomes of such programmes
2. Children include all individuals under the age of 18, also referred to as minors
3. Differently-abled individuals include anyone but are not limited to individuals who live with temporary or permanent physical, mental, and /or intellectual disabilities.
4. A Vulnerable Adults includes a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
5. Guardians include parents, caregivers and adult assistants (personally appointed by the family) who are responsible for the child or vulnerable adult at the event

Introduction

The Roxy Davis Foundation aspires to create, safe and secure community ocean-based therapy programmes focussing on groups identified as:

1. [Children](#) / minors and
2. [Vulnerable Adults](#) of victimisation or marginalisation due to their differently-abled capabilities/disabilities. These groups include but are not limited to individuals who live with temporary or permanent physical, mental, and /or intellectual disabilities, in addition these include senior citizens who may need additional help.

This often entails asking sensitive questions making individuals particularly vulnerable. The Roxy Davis Foundation recognises the importance of protecting [children](#), [vulnerable adults](#) and [staff](#); for this reason all [staff](#) - be they adhoc, temporary or permanent are briefed/trained to ensure that any engagement with [children](#) and [vulnerable adults](#) are governed by strict ethical principles that ensure that no harm comes to those who participate in our programmes, and also protect the employees and associates of the Roxy Davis Foundation.

The Roxy Davis Foundation, in the interest of the safety of our [children](#), [vulnerable adults](#) and our [staff](#) will always err on the side of caution. Your cooperation in this regard is **compulsory**.

We would have that all our actions are beyond reproach in all matters, particularly in matters relating to the safety of [children](#) and [vulnerable adults](#). Our aim is to create a safe environment in every way for [children](#) and [vulnerable adults](#) by combining good leadership with a safe environment and safe practices. The greatest priority in this regard is to protect the rights of the [child\(ren\)](#) and [vulnerable adults](#).

Context

We ask that every person participating in collaboration with the Roxy Davis Foundation to read and agree to this policy. This policy applies to anyone with access to [children](#) / [vulnerable adults](#) as defined under [Definitions](#).

The requirements within this policy apply to:

1. all Roxy Davis Foundation initiatives and events under the Roxy Davis Foundation umbrella, including but not limited to Adaptive Surf Clinics, Surf Therapy Clinics, Training and Development initiatives, Mentorship Programmes, Research and Environmental activities.
2. This policy applies to all Roxy Davis Foundation activities immaterial of venue.
 3. In the event of initiatives held together with Partner Organisations, this policy remains relevant and applicable In addition, the Partner Organisation's policies and procedures might apply too, and it is the

responsibility of Roxy Davis Foundation [Senior Management Team](#) to make themselves aware of the requirements of the Partner Organisation and to adhere to both organisations' policies as applicable.

This Roxy Davis Foundation Child and Vulnerable Adult Protection Policy, together with the relevant code of conduct document, serve as the framework through which every volunteer, staff member and elder should conduct themselves.

This policy will be reviewed annually

Requirements

Roxy Davis Foundation requires that anyone desiring to work/volunteer with [children](#) and [vulnerable adults](#) must:

1. Connect with the Senior Management Team and go through this policy, relevant forms and expectations.
2. Agree to, sign and adhere to this [Child](#) and [vulnerable adults](#) Protection Policy and the requirements expressed herein.
3. Their signature is confirmation made in good faith that they do not have a criminal record and have not committed any crimes against any child or vulnerable person. Any applicant under the age of 18 must have this form signed by their parents/[Guardian](#) .
4. Have their involvement approved by Roxy Davis Foundation Senior Management

No one who has been convicted of a crime involving the abuse or neglect of [children](#) and [vulnerable adults](#) will be allowed to participate in Roxy Davis Foundation programmes. Any other criminal record will be considered on a case to case basis in discussion with senior management.

Defining Child and Vulnerable Adult Abuse

Abuse may take the form of the following:

1. Allowing [children](#) or [vulnerable adults](#) to be sexually abused
2. Sexual abuse (includes exposure to material of a sexual nature)
3. Bullying
4. Emotional abuse (causing harm by name calling, threats, intimidation, isolation, ridicule etc. includes social media)
5. Harassment (unwelcome conduct and contact through social media and or physical contact, following or stalking, unwelcome comments)
6. Neglect (being deprived of essentials – food, clothing, shelter, hygiene, education, supervision, attachment to and affection from adults, medical care etc.)
7. Exploiting a child or vulnerable adult for labour
8. Exposing or subjecting a child or vulnerable adult to psychological abuse
9. Physical abuse (intentional or reckless act causing physical harm to a child)
10. Spiritual abuse (using position of influence and power to dominate and manipulate, using religious terminology to justify unacceptable behavior)

Adults and volunteers have authority and power because of their position, age, maturity, physical size, strength and life experience. Abuse arises from the misuse of authority or power, and any form of abuse is always wrong. [Children](#) and [vulnerable adults](#) are incapable of giving valid consent to abuse and therefore the onus resides on the adult to make the correct choice.

Guidelines for the protection of Children and Vulnerable Adults - General

For the purpose of this policy, the person working with [children/vulnerable adults](#), will be referred to as [Staff](#).

General Guidelines:

1. A child or vulnerable adult should always be accompanied first by their [Guardian](#) and then a [Staff](#) member. There should always be 2 adults/youth 16+ years to every child or vulnerable adult.
2. No [Staff](#) will provide transport or any services outside of the direct remit of the Roxy Davis Foundation Program unless permission in writing is granted by the [Guardians](#) and a member of the Roxy Davis Foundation Senior Management.
3. [Children](#) / [vulnerable adults](#) who need to be accompanied to the change rooms / toilets must be accompanied by their [Guardian](#) or with the express permission of their [Guardian](#) to either same gender facilities, unisex facilities or at such a time when it is safe and respectful to do so in the opposite gender facilities. If a [Staff](#) member receives express permission their responsibility is to make sure the area is safe and to stand guard at the door. All personal requirements e.g. personal hygiene /nudity remain the responsibility of the [Guardian](#). [Staff](#) may help [children](#) / [vulnerable adults](#) into and out of their wetsuits.
4. All [Staff](#) need to be vigilant in ensuring that the activities the participants partake in, and the space in which we host them, are safe.
5. [Staff](#) must avoid any physical contact with a child or vulnerable adult in private. Any physical contact should be carefully considered, ensuring that it could not be construed to be inappropriate in any way. Appropriate physical contact would include, high-fives, brief sideways hugs, handshakes, hand on the shoulder, pat on the shoulder. Any physical contact made should be in public; be initiated by the child or vulnerable adult and be appropriate to the age of the individual and/or related to their need.
6. All [Staff](#) will maintain a high level of fun, respect and politeness in their behaviour and language at all times
7. The Roxy Davis Foundation has a Zero tolerance for bullying. Alert any Senior Manager should you observe any such actions.
8. No [children](#) or [vulnerable adults](#) should be left alone at the end of an event. The individuals should remain with [Staff](#) until their transport has arrived.
9. [Staff](#) must immediately report any suspicion of abuse to any of the [Senior Management Team](#)
10. [Staff](#) must be accountable to the team, and must inform Senior Management should any incident occur which could be held against them, could lead to them being falsely accused, or if they feel uncomfortable with any situation.

Guidelines for the Protection of Children and Vulnerable Adults - Social Media & print

1. Do not take photos of [children](#) or [vulnerable adults](#) without the permission of the parents. The guideline is whether an individual child can be identified and tracked down.
2. Do not post photos of [children](#) or [vulnerable adults](#) on any social media platforms without the written permission of the parents.
3. Do not identify in writing the person(s) in the photograph, and do not post during the event.
4. In ALL social media interaction (including, but not limited to, WhatsApp, Instagram, Facebook etc.), use the following as a guiding principle: "If this was on a Billboard on the National Highway would it be acceptable?"
5. Always keep a saved record of all social media interaction so your conversation can be revisited if necessary. Deleted messages and posts immediately cast suspicion over the interaction and will be counted against you if any accusation arises.
6. Do not engage with [children](#) or [vulnerable adults](#) on social media outside of 'normal business hours' and keep content strictly to the business requirements.

Protection Action Plan

In the case of an emergency or where any form of abuse of [children](#) or [vulnerable adult](#) is suspected or reported, please immediately follow the relevant protocols outlined below.

Concerned [Guardians](#)

If a [Guardian](#) has a concern around possible abuse/neglect of a child/ren or a concern around inappropriate conduct of a staff member, they must immediately contact the Roxy Davis Foundation on info@roxydavisfoundation.org or 082 406 0155.

Fire

1. In the event of a fire, raise the alarm as quickly as possible. [Staff](#) do this by calmly getting everyone's attention and moving the [children](#) and / or [vulnerable adults](#) out of the building at the nearest exit and gather in the designated safe area.
2. The primary responsibility is to get the [children](#) and / or [vulnerable adults](#) to safety.
3. Only attempt to fight the fire if you are comfortable doing so AND if you know all the children and / or [vulnerable adults](#) and other people are in the designated safe area.
4. Familiarise yourself where the fire extinguishers are and familiarise yourself with the exits that would be most convenient.
5. For any other emergencies (crime, wild animals, natural disasters etc), please apply a similar protocol to above.

Medical

1. The Roxy Davis Foundation [Senior Management Team](#) will ensure all venues and activities are adequately supplied with a sufficient First Aid kit and that there is at least one person present who is familiar with basic First Aid.
2. All Surf Coaches have a First Aid Qualification, alert the nearest available coach who will take over and
3. No medication can be dispensed without a [Guardian's](#) permission.
4. If a serious injury or accident occurs, a medical doctor, as well as the [Guardian](#) need to be contacted immediately. Any serious injury that requires the attention of a medical professional must be reported to the [Senior Management Team](#), who will keep a 'Record of injury', wherein the name of the 'patient' together with date, the nature, the treatment and the outcome of the injury must be recorded.
5. [Children](#) and [Vulnerable Adults](#) should be instructed never to touch the blood, open wounds, sores, breaks in the skin, grazes and open skin lesions of others, nor to handle emergencies such as nosebleeds, cuts and scrapes of friends on their own. They should be taught to call for the assistance of an adult.

Suspected abuse outside of the Roxy Davis Foundation

We are required, by law, to report any child(ren) or vulnerable adult(s) we suspect are suffering abuse in any way. In the case of any concerns of the potential abuse of a child happening outside of the Roxy Davis Foundation environment, the following process must be followed.

1. If a child shares information with you about a potentially abusive situation, don't react with obvious shock. Reassure the child that they have the right to be safe and that they have done the right thing by speaking to you. Don't ask detailed questions, only ask open-ended questions, such as "can you tell more about what happened?" Don't promise them that you can keep things a secret but promise them that you want them to be safe.
2. Do not speak to the parents about your concern if the concern could possibly be related to the parents or family in any way, as this may further endanger the child. Do not speak widely about your concern.
3. Write down exactly what the child said or what you have observed and what your concerns may be. Sign and date the page and take it to a member of Senior Management.

4. The Roxy Davis Foundation [Senior Management Team](#) must be informed immediately and evaluate the concern. They will then determine the next step.

Accusation of abuse within the Roxy Davis Foundation

In the event that an incident of abuse or neglect is alleged to have occurred during our activities/initiatives or by one of our [Staff](#) members, the following procedure shall take place:

1. The [Guardian](#) of the child, the Roxy Davis Foundation [Senior Management Team](#) must be informed immediately.
2. The alleged perpetrator of the abuse or misconduct will immediately be placed on leave and/or instructed to remain away from the premises and events for the duration of the investigation. He or she will be instructed to have no contact with the alleged victim or witnesses.
3. All allegations of abuse will be immediately reported to the authorities for a thorough and independent investigation.
4. The Roxy Davis Foundation will comply and fully cooperate with the authorities.
5. The Roxy Davis Foundation [Senior Management Team](#) will seek the advice of legal counsel before responding to media inquiries or releasing information about the situation. All other [staff](#) should refrain from speaking to the media.
6. Any person who is found guilty by law of the alleged abuse or misconduct will be removed from their position working with children and vulnerable adults.

Contacts

Senior Management Team

1. Roxy Davis 0716700667
2. Fiona Sander 0824060155 | Personal 0764967762
3. Samantha Redelinghuys Surf Emporium 0217888687 | 0825628687 | Personal 0834604340

External Safety Contacts

1. Childline South Africa 08 000 55 555
2. Lifeline 021 762 8198
3. Child Trauma 021 461 1114
4. Police 10111

External Medical Contacts

1. **Cape Medical Response 082 782 4444**
2. Sea rescue emergency from Cell 112
3. NSRI Strandfontein 082 990 6753
4. Fire station 021 480 7700
5. Melomed Private Hospital 080 078 6000
6. Constantiaberg Medi Clinic 021 799 2911
7. False Bay Clinic 021 782 1121

Name: Signature:
Date:

end