



CAPE TOWN KICKBOXING ASSOCIATION

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Safeguarding Policy

INTRODUCTION

This Safeguarding Policy sets out the commitment of the **Cape Town Kickboxing Association (CTKA)** to safeguarding and protecting all participants involved in kickboxing activities within its jurisdiction. CTKA recognises its duty of care to ensure that all children, young people, and adults—particularly those who may be vulnerable—can participate in kickboxing in a safe, respectful, and inclusive environment.

Safeguarding is everyone's responsibility. CTKA is committed to preventing harassment, abuse, neglect, exploitation, and poor practice, and to responding appropriately when concerns arise.

POLICY STATEMENT

- CTKA is committed to safeguarding and protecting all participants from harassment and abuse and ensuring that everyone is treated with dignity and respect.**
- All participants have the right to participate in kickboxing in an environment free from non-accidental harm, discrimination, bullying, harassment, or exploitation.**
- CTKA places the welfare of all participants—especially children and vulnerable adults—at the centre of everything it does.**
- CTKA adopts a zero-tolerance approach to all forms of harassment and abuse.**
- Safeguarding applies to all CTKA activities, events, training sessions, competitions, and any environment where individuals are representing CTKA.**

LEGAL & REGULATORY FRAMEWORK

This policy is informed by and aligned with the following South African legislation and frameworks:

- **Constitution of the Republic of South Africa (1996)**
- **Children's Act 38 of 2005 (as amended)**
- **Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007**
- **Protection from Harassment Act 17 of 2011**
- **National Sport and Recreation Act 110 of 1998 (as amended)**
- **SASCOC governance requirements**
- **South African Kickboxing Association (SAKA) Safeguarding standards**

DEFINITIONS

For the purpose of this policy:

- **Child: Any person under the age of 18 years.**

- **Young Adult:** A person over 18 transitioning into adulthood who may be vulnerable due to limited life experience.
- **Vulnerable Adult:** Any person aged 18 or over who may be unable to protect themselves from harm or exploitation due to disability, age, illness, or other circumstances.
- **Harassment:** Any unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Abuse:** Includes physical, sexual, emotional/psychological abuse, and neglect.
- **Participant:** Any individual involved in CTKA activities, including athletes, coaches, officials, volunteers, administrators, parents, spectators, and service providers.

SCOPE

This policy applies to:

- All CTKA officials, office bearers, staff, volunteers, and members
- All affiliated clubs under CTKA
- All athletes (recreational and competitive)
- All CTKA-sanctioned events, training, and activities

ROLES & RESPONSIBILITIES

Cape Town Kickboxing Association

CTKA will:

- Provide leadership in safeguarding and promote a culture of safety
- Appoint a suitably trained CTKA Safeguarding Officer
- Ensure safeguarding policies, procedures, and codes of conduct are implemented
- Ensure concerns are responded to promptly and appropriately
- Maintain confidential safeguarding records in line with POPIA
- Provide safeguarding awareness and training where required

Clubs Affiliated to CTKA

All affiliated clubs must:

- Adopt this Safeguarding Policy or an equivalent policy aligned with CTKA standards
- Appoint a Club Safeguarding Officer
- Ensure safeguarding measures are in place at all training sessions and events
- Ensure coaches, officials, and volunteers comply with safeguarding requirements
- Promote an environment where concerns can be raised without fear

Safeguarding Officers

Safeguarding Officers are responsible for:

- Acting as the first point of contact for safeguarding concerns
- Managing and recording safeguarding incidents
- Liaising with CTKA, SAPS, Social Development, or other relevant authorities
- Ensuring confidentiality and appropriate information sharing

Participants

All participants must:

- **Comply with this policy and CTKA Codes of Conduct**
- **Treat others with respect**
- **Report any safeguarding concerns**
- **Never ignore or condone harassment or abuse**

REPORTING SAFEGUARDING CONCERNS

Safeguarding concerns may be reported:

- **In writing using a CTKA Safeguarding Incident Report Form**
- **Directly to a Club or CTKA Safeguarding Officer**
- **In person, by phone, or via email**

All reports will be taken seriously and handled confidentially.

Mandatory Reporting

Any incident involving a child or a vulnerable adult **must be reported** to the relevant authorities, including SAPS or the Department of Social Development, in accordance with the law.

RESPONDING TO CONCERNS

CTKA will:

- **Assess all safeguarding concerns promptly**
- **Refer criminal matters to the appropriate authorities**
- **Implement interim protective measures where necessary**
- **Ensure support is provided to those affected**
- **Initiate disciplinary procedures where appropriate**

SAFE RECRUITMENT

CTKA and its affiliated clubs are committed to safe recruitment practices, including:

- **Police clearance checks where required**
- **Declarations relating to the National Child Protection Register**
- **Declarations relating to the National Register for Sexual Offenders**
- **References for roles involving regular contact with children or vulnerable adults**

CONFIDENTIALITY & RECORD KEEPING

- **All safeguarding information will be handled confidentially**
- **Records will be stored securely in compliance with POPIA**
- **Information will only be shared on a 'need to know' basis**

DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action, including:

- **Warnings**
- **Suspension**
- **Termination of membership or role**
- **Referral to external authorities**

MONITORING & REVIEW

This policy will be reviewed **annually** or sooner if required due to legislative changes or serious safeguarding incidents.