



**SINGAPORE CANOE FEDERATION**

**SAFE SPORT COMMITMENT**

<b>REVISION HISTORY LOG</b>
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<b>S/N</b>	<b>Descriptions of changes</b>	<b>Ver No.</b>	<b>Ver. Date</b>	<b>Prepared by</b>	<b>Endorsed by</b>	<b>Approved by</b>
1	New	2020-1.1	10/03/2020	Chloe Goh	Mr Henry Sim	Mr Yip Kwan Guan
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## 1. DEFINITION

Based on the International Olympic Council's Consensus Statement developed in 2016, Safe Sport is defined as "an athletic environment that is respectful, equitable and free from all forms of harassment and abuse (non-accidental) violence".

The following definitions shall apply throughout this Statement:

<b>Term</b>	<b>Who</b>
SCF	Singapore Canoe Federation
SCF Representatives	Council
Participants	National Athletes, Volunteers, Individuals who participate in SCF's organised events, courses and competitions
Secretariat	General Manager
Staff	High Performance Manager, High Performance Executive, Assistant Event Manager, Event Executive, WAMB Executive, Assistant Operation Manager, Operation Executive, Operation Assistant, Marketing & Business Development Executive, Senior Programme Executive, HR & Finance Officer, Head Coaches, National Coaches, Junior Development Coaches
Stakeholders	Affiliates, Individual and Corporate Associate Members, SCF Advisers

## 2. PURPOSE

- a. To protect the interests of the staff and participants involved in our sport from harassment and abuse.
- b. To outline the principles that guide our approach to safeguarding and protecting the staff and participants.
- c. To adopt practices and outline standards of behaviour.
- d. To establish a safe sport culture that is understood, endorsed and put into action by SCF representatives, secretariat, staff and stakeholders who work for, volunteer or access our activities, courses, events and programmes.

## 3. RESPONSIBILITIES

The SCF Council is responsible for the development and endorsement of the SCF's Safe Sport Commitment. It delegates the implementation of the policy to the General Manager of SCF. The role of each entity in relation to the development and compliance of the SCF's Safe Sport Commitment is detailed in the table below.

Entity	Role/Responsibility
<b>SCF Council</b>	<ul style="list-style-type: none"> <li>a. Promote the commitment to this policy and its expectations.</li> <li>b. Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines.</li> <li>c. Ensure compliance to the policy via an inbuilt review mechanism.</li> <li>d. Ensure adequate resources are allocated to allow for the development and effective implementation of this policy.</li> <li>e. Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability towards safe sport.</li> <li>f. Advocate and promote safe sport, empowering and engaging stakeholders of SCF in support of this policy and its expectations.</li> </ul>
<b>General Manager</b>	<ul style="list-style-type: none"> <li>a. Ensure all staff and participants understand their obligations in accordance with the Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a minimum of one compulsory training session, and regular discussion and guidance at supervision and team meetings.</li> <li>b. Ensure the suite of safe sport policies is implemented and adhered to amongst relevant stakeholders of SCF.</li> <li>c. Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support safe sport practice in accordance with the expectations of the Safe Sport Commitment.</li> <li>d. Ensure adequate resources are allocated to allow effective implementation of the suite of safe sport policies.</li> <li>e. Ensure to support staff and participants in a joint way with a decision to initiate any form of action to protect them from harassment and abuse.</li> <li>f. Ensure appropriate support, such as counselling and formal debriefing, are provided for anyone involved in a matter relating to responding to a concern for their safety and wellbeing.</li> </ul>

Entity	Role/Responsibility
	<ul style="list-style-type: none"> <li>g. Advocate safe sport, empowering and engaging stakeholders to commit in support of this Statement.</li> <li>h. Proactively share resources and experience in the development of safe sport initiatives as they are identified.</li> <li>i. Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability towards safe sport.</li> <li>j. Ensure that our SCF representatives and secretariat are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in the sport.</li> </ul>
<b>Staff and Participants</b>	<ul style="list-style-type: none"> <li>a. Maintain a full understanding of the commitments and expectations of this policy, as well as all other policy relevant to safe sport.</li> <li>b. To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to keeping our sport free from harassment and abuse (non-accidental) violence.</li> <li>c. To seek guidance from the General Manager if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy.</li> <li>d. To take action to protect anyone involved in our sport from all forms of harassment and abuse.</li> <li>e. To assist in creating and maintaining a sport safe culture and a culture of inclusion.</li> </ul>

#### 4. OUR COMMITMENT

The Singapore Canoe Federation is committed to ensuring the safety and wellbeing of our staff/participants involved in our sport of canoeing. Our policies and procedures seek to address risks to safe sport and to establish safe sport culture and practices. Our suite of safe sport policies is: accessible in forms that are easy to understand; have been informed by stakeholders' commitment and endorsement after consultation; and are communicated to staff and participants. We regularly review our policies, gain endorsement of changes and advise our stakeholders, staff and participants of changes.

## **5. WE ARE COMMITTED TO SAFE SPORT**

Through our Safe Sport Framework, we document our clear commitment to keeping sport safe from harassment and abuse. We communicate our commitment to stakeholders, SCF representatives, staff and participants and give them access to a copy of our commitment statement.

## **6. OUR STAKEHOLDERS, STAFF, COACHES AND VOLUNTEERS KNOW THE BEHAVIOUR WE EXPECT**

We ensure that stakeholders, SCF representatives and secretariat understand their roles and the behaviour we expect in relation to keeping our staff and participants safe from harassment and abuse through application of the Code of Behaviour. We utilise clear position descriptions which clearly state relevant safe sport requirements. We have a Code of Behaviour, which is approved and endorsed from SCF's Safe Sport Commitment that outlines our expectations for behaviour towards staff/participants involved in our sport of canoeing. Our stakeholders, SCF representatives, secretariat and staff are given a copy of and have access to the Code of Behaviour and have indicated, in writing, that they have read and are committed to the Code of Behaviour.

## **7. WE MINIMISE THE LIKELIHOOD OF RECRUITING A PERSON WHO IS UNSUITABLE**

We have appropriate measures in place to minimise the likelihood that we will recruit/engage anyone who is unsuitable to work in sport. We have recruitment procedures that ensure:

- a. our commitment to safe sport is communicated to potential applicants for positions
- b. face-to-face interviews are held which includes safe sport related questions
- c. two professional reference checks are undertaken
- d. screening checks are undertaken, including identity, declarations of disciplinary or criminal record, qualifications or any relevant checks if available.

## **8. INDUCTION AND TRAINING IS PART OF OUR COMMITMENT**

We provide all staff and participants with information during their induction / training about our commitment to keep sport safe including our policy, Code of Behaviour and safe sport reporting policy. We have a process for ensuring all staff and participants complete safe sport training where available. We support ongoing education and training for our staff and participants to ensure safe sport information is provided in an ongoing way.

We ensure that our staff and participants have up to date information relevant to specific legislation applicable in Singapore or where they may travel to as a part of their duties.

## **9. WE ENCOURAGE THE INVOLVEMENT OF STAKEHOLDERS**

We involve and communicate with all stakeholders on SCF's Safe Sport Commitment Statement in developing a safe, inclusive and supportive environment. We provide information about:

- a. our commitment to safe sport and communicating of rights
- b. the behaviour we expect of all stakeholders and of themselves
- c. our policy about responding to harassment and abuse

We have processes for encouraging two-way communication with all stakeholders. We seek their feedback and have a process for responding. We respect diversity and seek to facilitate effective communication and involvement.

## **10. OUR STAFF, COACHES AND VOLUNTEERS UNDERSTAND THEIR RESPONSIBILITY FOR REPORTING HARASSMENT AND ABUSE**

Our policy for responding to harassment and abuse is approved and endorsed from the SCF's Safe Sport Commitment, and applies to all staff and participants. The policy states that:

- a. Staff and participants must immediately report harassment or abuse and any concerns with policies, practices or the behaviour of staff, coaches and volunteers.
- b. Staff and participants must meet any legislated mandatory or other jurisdictional reporting requirements.
- c. Staff and participants must follow a specified process when reporting harassment or abuse including who will receive reports.
- d. Failure to report is serious misconduct.

Our staff and participants are given a copy of and have access to the policy and understand the implications of the policy for their role. We document any allegation, disclosure or concern regarding harassment and abuse and monitor responses to all allegations, disclosures or concerns.

## **11. WE MAINTAIN AND IMPROVE OUR POLICIES AND PRACTICES**

We are committed to maintaining and improving our policies, procedures and practices to keep our staff and participants involved in our sport of canoeing safe from harassment and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to our General Manager, SCF.

We monitor our staff and participants to ensure appropriate practice and behaviour, and policies are followed. We communicate with our staff and participants to ensure that they understand our policies and that the policies are effective in the work place. We require our staff and participants to disclose information affecting their suitability to work in sport. We review our records, checks and policies periodically.

We have formally reviewed our service delivery to identify and document potential risks of harassment and abuse to our staff and participants involved in our sport of canoeing. We undertake formal reviews, at least annually, to identify and document potential risks of harassment and abuse to our staff and participants involved in our sport of canoeing. We have a procedure to undertake annual reviews, as part of our ongoing compliance with sport safe requirements.