

Singapore Sailing Federation's Safe Sport Commitment

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".

2. Purpose of this statement

- a) To safeguard all sailors, coaches, officials, staff and volunteers engaged in sailing programmes and activities organised and run by Singapore Sailing Federation (SSF) and its affiliates;
- b) To provide coaches, officials, staff and volunteers with the overarching principles that guide our approach to safeguarding and protecting all involved in sailing activities;
- c) To ensure that our coaches, officials, staff and volunteers adhere to our Code of Conduct and Child Protection Policy;

3. Safeguarding principles

- a) The welfare of each sailor, coach, official, staff and volunteer is our top priority;
- b) Every sailor, coach, official, staff and volunteer, regardless of age, gender, ability or disability, race, faith, language is to be protected from harm or abuse;
- c) Any allegations, suspicion of harm or abuse will be taken seriously, investigated and appropriate action taken;
- d) Singapore Sailing Federation is serious in our commitment to all our stakeholders.

4. Roles / Responsibility

<p>Executive Committee</p>	<ul style="list-style-type: none"> ● Promote the commitment to this policy and its expectations. ● Support policy review on an annual cycle as a minimum. ● Ensure compliance to the policy via an inbuilt review mechanism. ● Ensure adequate resources are allocated to allow for the development and effective implementation of this policy. ● Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability towards safe sports. ● Advocate and promote safe sports, empowering and engaging stakeholders in support of this policy and its expectations within Sailing.
<p>CEO / GM / Managers</p>	<ul style="list-style-type: none"> ● Ensure all staff and volunteers understand their obligations in accordance with the Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a

	<p>minimum of one compulsory training session, and regular discussion and guidance at supervision and team meetings.</p> <ul style="list-style-type: none"> ● Ensure the safe sport policies are implemented and adhered to amongst relevant stakeholders in Singapore Sailing Federation. ● 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. ● Ensure adequate resources are allocated to allow effective implementation of the safe sport policies. ● Ensure appropriate support such as counselling and formal debriefing are provided for any sailor, coach, official, staff or volunteer involved in a matter relating to responding to a concern for the safety and wellbeing of our sailors, coaches, officials, staff or volunteers. ● Advocate safe sport, empowering and engaging stakeholders under the Singapore Sailing Federation in support of this Statement. ● Proactively share resources and experience in the development of safe sport initiatives as they are identified. ● Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability towards safe sport. ● Ensure that our coaches, officials, staff and volunteers are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in Singapore Sailing Federation.
<p>Coaches / Officials / Staff / Volunteers</p>	<ul style="list-style-type: none"> ● Maintain a full understanding of the commitments and expectations of this policy, as well as all other policies relevant to safe sport. ● To undertake any induction and training anticipated in this policy, in relation to policies and procedures relevant to keeping our sport safe. ● To seek guidance from our CEO / GM / Managers if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy. ● To take action to protect our sailors from all forms of harassment and abuse. ● To assist in creating and maintaining a sport safe culture and a culture of inclusion.

5. Our Commitment

Singapore Sailing Federation is committed to ensuring the safety and wellbeing of all our sailors, coaches, officials, staff and volunteers. Our policies and procedures seek to address any risk and to establish a safe sport culture and practice. Our safe sport policies are accessible to all via our website. We regularly review our policies and advise our stakeholders of any changes via our website.

a) We are committed to safe sport

Through our Safe Sport Framework, we document our clear commitment to keeping the sport safe from harassment and abuse. We communicate our commitment to our sailors, coaches, officials, staff and volunteers and give them access to a copy of our commitment statement.

b) Our staff, coaches and volunteers know the behaviour we expect of them

We ensure that our staff and volunteers at Singapore Sailing Federation understands their roles and the behaviour we expect in relation to keeping sailors safe from harassment and abuse through application of the Code of Conduct. We utilise clear position descriptions which clearly states relevant safe sport requirements. We have a Code of Conduct, which is approved and endorsed from our Management Committee that outlines our expectations for behaviour towards our sailors. Our Coaches, Staff and Volunteers are given a copy of and have access to the Code of Conduct. Our Coaches, Staff and Volunteers have read, endorsed and are committed to the Code of Conduct.

c) 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 staff, coaches and volunteers who are unsuitable to work in our sport. We have recruitment procedures that ensure:

- i) Our commitment to safe sport is communicated to potential applicants for positions;
- ii) Face-to-face or skype interviews are held which includes safe sport related questions;
- iii) Two professional reference checks are undertaken;
- iv) Screening checks are undertaken, including identity, declarations of disciplinary or criminal record checks, qualifications or any relevant check if available;

d) Induction and training is part of our commitment

We will provide all staff, coaches and volunteers with information during their induction / training about our commitment to keep sport safe including our policy, Code of Conduct and safe sport training where available. We support ongoing education and training for complete safe sport training where available. We support ongoing education and training for our staff, coaches and volunteers to ensure safe sport information is provided in an ongoing way. We ensure that our staff, coaches and volunteers have up to date

information relevant to specific legislation applicable in Singapore or where they may travel to as a part of their duties.

e) We encourage the involvement of stakeholders

We involve and communicate with all stakeholders under Singapore Sailing Federation in developing a safe, inclusive and supportive environment. We provide information about:

- i) Our commitment to safe sport and communication of rights;
- ii) The behaviour we expect of our coaches, officials, staff and volunteers;
- iii) Our policy about responding to harassment and abuse;

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

f) 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 by our Executive Committee, and applies to the Singapore Sailing Federation. The policy states that:

- i) Anyone can immediately report harassment or abuse and any concerns with policies, practices or the behaviour of staff, coaches and volunteers;
- ii) Any employee or volunteer must meet any legislated mandatory or other jurisdictional reporting requirements;
- iii) Any employee or volunteer must follow a specified process when reporting harassment or abuse including who will receive reports;
- iv) Any failure to report is a serious case of misconduct;

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

g) We maintain and improve our policies and practices

We are committed to maintaining and improving our policies, procedures and practices to keep sailors and volunteers safe from harassment and abuse. We have assigned responsibility for maintaining and improving our policies and procedures.

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

We have formally reviewed our service deliveries to identify and document potential risks of harassment and abuse to our sailors and volunteers. We undertake formal reviews, at least annually, to identify and document potential risks of harassment and abuse to our sailors and volunteers. We have procedure to undertake annual reviews, as part of our ongoing compliance with sport safe requirements.

Reference	Date Approved	Date Last Amended	Date of Next Review	Status
	31/10/19			Endorsed / Approved by: 