



SCOUTS[®]
South Africa

Child Protection Policy

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PREAMBLE

Safeguarding the welfare of children and young people is the responsibility of all adult volunteers and individual members of SCOUTS South Africa. Each of us has an obligation to respect the rights of children and young people, to be aware of the potential for abuse, to be able to recognise abuse and take appropriate action.

Dealing with allegations and cases of abuse is rarely straightforward and situations are often not clear-cut. Hence this Policy strives not only to protect our youth members, but also those who volunteer to work with them and are delegated the responsibility for their welfare. It also provides guidelines for adult leaders to ensure a safe environment for children and young people, to act appropriately and correctly if action is required, and to protect themselves from allegations of inappropriate behaviour.

Our commitment is to creating safe spaces where we promote a culture of lending a sympathetic 'listening ear', and creating a supportive and compassionate environment, where it is possible for youth and adult members to report any forms of abuse, and where any such concerns or allegations of abuse will be taken seriously and responded to efficiently and appropriately.

PURPOSE

The purpose of this Policy is to:

- Create a safe environment for all youth and adult members of SCOUTS South Africa (SSA) to enjoy their Scouting experience.
- Provide a framework of clear guidelines to prevent abuse of, or harm to youth and adult members.
- Provide clear guidelines for adult leaders to follow in the event of an accusation or suspicion of abuse, to ensure that the matter is responded to timely and appropriately.
- Ensure that this Policy is accessible, widely, and clearly communicated and can be implemented at all levels of the organisation.

SCOPE OF THE POLICY

The Child Protection Policy and any associated Practice Notes issued, apply to all youth and adult members of SSA. All members need to understand, support, and comply with these provisions and requirements. Associate members, flexible volunteers and adults engaging with youth at activities and events are also expected to be suitably briefed, aware of, and abide by the contents of this Policy.

This Policy should also be read in conjunction with SSA's Organisational Rules (OR) and Member Code of Conduct (MCC).

Practice Notes and appendices associated with this Policy are operational in nature and may change from time to time as required. Any changes will be communicated through the structures of SCOUTS South Africa, and the most up to date version will always be available on the national website under Policies.

A glossary of 'Terms and Definitions' specifically used in this Policy, which are not defined in SCOUTS South Africa's Organisational Rules (OR), is provided at the end of the Policy, to clarify interpretation and assist with understanding of the provisions.

REVISION APPROVAL

This revision of the Child Protection Policy was approved for publication by the SSA Management Committee on **9 November 2022** by the committee comprising:

Khonzaphi Mdaka (Chairman); Gary Pienaar; Ms Mariska de Beer; Ms Nkulu Majola; Mr Lawrence Stanton; Mrs Joy Hutchinson; Mr Cameron Belling; Mr Craig Rens; Mr Ryan Hultzer; Mr Theo Rijs; Mr Peter Statham; Mr John Sturgeon; and Mr Kevin Trollip.

It comes into effect on 9 November 2022.

POLICY PROVISIONS

1. LEGAL FRAMEWORK

SSA subscribes to the Republic of South Africa's applicable legislation concerning children, being The Children's Act (No.38 of 2005) and all its Amendments. Our Policy complies with the provisions and directives as described therein.

SSA also operates within a social context. We operate in collaboration with other organisations and institutions that aid in preventing abuse, but also in reporting and handling abuse and allegations of abuse.

The Children's Act (No. 38 of 2005 and the amendments of 2008) require that any child abuse or reasonable suspicion of child abuse has to be reported. Failure to do so can lead to prosecution of the person failing to report.

2. THE RIGHTS OF A CHILD

The Child Protection Policy also considers and adheres to children's rights as stated in the United Nations Convention on the Rights of the Child. The Children's Act also includes the rights of all children in our country as stated in the Bill of Rights in South Africa's Constitution.

In summary the rights and responsibilities of the child are:

- I have the right not to be hurt. I have the responsibility not to hurt others.
- I have the right to be protected from physical, sexual, and emotional harm. I have the responsibility not to harm anybody, and to speak out when experiencing or observing any form of abuse.
- I have the right to speak and to be taken seriously, and I have the responsibility to tell the truth.
- I have the right to be treated equally no matter my race, gender, language, or religion, and I have the responsibility to treat others equally.
- I have the right to privacy, and the responsibility to respect the privacy of others.
- I have the right to be protected from cigarettes, alcohol, and drugs, and I have the responsibility not use substances that will harm me.
- I have the right to proper care and the responsibility to be the best person that I can be.

WHAT IS SAFE FROM HARM

Safe from Harm is a specific programme of the World Organisation of the Scout Movement (WOSM), which prioritises the safety of children and young people in all Scouting-related activities. It encourages a safe environment which promotes and supports the member's wellbeing and considers the prevention of any harmful practices.

SCOUTS South Africa has adopted the Safe from Harm programme and developed a Safe from Harm Framework for the Scout Movement in South Africa. It includes this Child Protection Policy, the Safe Scouting Policy, the Adult Support Policy, and the Member Code of Conduct and Disciplinary Procedures.

As a Scout Movement, we all follow:

- the Scout Promise and Law
- the principles of Scouting (Scout Method)
- respect for one another
- inclusivity and diversity
- equal opportunity

By ensuring that Scouting offers a safe environment, SSA enables self-growth and the development of our members. This fosters healthy peer and inter-personal relationships.

3.1. Safe from Harm and Child Protection defined

3.1.1. Safe from Harm:

In addition to the above, in the context of Scouting, the term Safe from Harm encompasses all areas of child and youth protection work, and a full range of strategies, systems and procedures that aim to promote the wellbeing, development and safety of children and young people in all Scouting related activities.

3.1.2. Child Protection:

The term Child Protection is used to define the safeguarding and promotion of the welfare of the children and young people, which includes but is not limited to:

- Protecting children and young people from abuse.
- Preventing the impairment of a young person's health or development.
- Ensuring that Scouting is providing children and young people with a healthy environment in which they can grow and develop.
- Taking action to promote the safety of children and young people in all possible situations.

HARM OR ABUSE DEFINED

4.1. Harm:

Harm refers to any detrimental effect on a person's physical, emotional, or psychological wellbeing or integrity.

4.2. Abuse:

In relation to a child, means any form of harm or ill-treatment deliberately inflicted on a child, and includes- (a) assaulting a child or inflicting any other form of deliberate injury to a child; (b) sexually abusing a child or allowing a child to be sexually abused; (c) bullying by another child; (d) a labour practice that exploits a child; or (e) exposing or subjecting a child to behaviour that may harm the child psychologically or emotionally.

5. TYPES OF ABUSE

5.1. Physical abuse:

Any physical hurt or injury, which is inflicted deliberately, or is the result of deliberate neglect.

5.2. Emotional abuse (verbal, mental or psychological):

The negative effect on the emotional development of the child caused by emotional ill treatment and / or neglect. This class of abuse includes abuse via electronic and social media.

5.3. Sexual:

In relation to a child, means- (a) sexually molesting or assaulting a child or allowing a child to be sexually molested or assaulted; (b) encouraging, inducing or forcing a child to be used for the sexual gratification of another person; (c) using a child in or deliberately exposing a child to sexual activities or pornography; or (d) procuring or allowing a child to be procured for commercial sexual exploitation or in any way participating or assisting in the commercial sexual exploitation of a child.

5.4. Neglect (physical, educational, emotional):

Neglect, in relation to a child, means a failure in the exercise of parental responsibilities to provide for the child's basic physical, intellectual, emotional, or social needs.

5.5. Exploitation:

Exploitation", in relation to a child, includes all forms of slavery or practices similar to slavery, including debt bondage or forced marriage;

sexual exploitation; servitude; 5 forced labour or services; child labour prohibited in terms of section 141; and the removal of body parts.

5.6. Bullying:

SCOUTS South Africa treats bullying as a separate form of abuse. Bullying can occur between peers (child to child / adult to adult) or can also be intergenerational (child/adult).

Bullying is a deliberate act of aggression or manipulation by one or more people against another person. It is a form of violence where a person is exposed, either once off or repeatedly and over time, to negative actions and/or verbal abuse and describes a form of harassment perpetrated by an abuser being perceived to be in a physical or social superior power position.

5.7. Abuse through mobile and digital technology:

The usage of electronic communication in SA has become an integral part of our society. Social networking has become an intricate part of children's lives. Parents, SSA, adult leaders and members are using social media and the internet as an effective communication tool.

There are many benefits of using social media and mobile technology. However, the dangers need to be acknowledged and prevented. Therefore, please take note of SSA's Social Media Policy, Photography Practice Note, and Marketing and Branding Policy on the National SSA website under policies.

6. WHO IS THE POLICY FOR?

6.1. Youth:

The youth in Scouting refers to any youth member between the age of 5 and 18, whether invested or not, involved in any part of the Scouting programme.

6.2. Adults in Scouting:

Adults in Scouting refers to anyone over the age of 18 years old involved in Scouting in a warranted or appointed capacity, as well as Rovers, non-uniformed members, administrators, staff, and paid and volunteer helpers.

It includes all branches and units of Meerkats, Cubs, Scouts, Rovers and adult leaders of SSA. It also includes participation member organisations such as schools, churches, NGOs, and sponsoring bodies who should all abide by this Policy.

6.3 Scouting events and activities

6.3.1 Scouting events:

Scouting events at all levels must reflect the principles and guidelines of this Policy. This can be achieved by following the different aspects throughout the planning, delivery and follow up of each event.

- Information on Safe from Harm to be included in the Code of Conduct at all events.
- Safe from Harm Framework (comprising Organisational Rules, and Adult Support, Child Protection, Member Code of Conduct, Safe Scouting and Social Media Policies) need to be acknowledged and agreed to during training and warrant renewal.
- A Safe from Harm plan is developed and suitable for each event.
- Safe from Harm is implemented and monitored throughout the event.
- All relevant policies relating to Safe from harm to be readily available at all events.
- Listening Ears to be introduced and encouraged at all Regional and National events.

6.3.2 Scouting activities:

All Scouting activities must be undertaken in accordance with SSA's Safe from Harm Framework, including but not limited to, the Safe Scouting Policy.

7. STRUCTURE

As a youth Movement, we have the responsibility to ensure that adults and enthusiastic volunteers have the tools and knowledge to put this Policy into practice. Children and young people will trust and look up to the adults in charge. Therefore, the Safe from Harm Framework – which includes this Child Protection Policy - needs to be made accessible to all children, young people, and their parents - through age-appropriate communication- in order for them to be informed. Our adult members need to receive adequate training to comprehend their roles, their boundaries, and the importance to take their Safe from Harm and Child Protection responsibilities seriously.

7.1. Recruitment:

All adults wishing to become members must undergo appropriate

screening by completing in full the Application Form for Adult

Membership (AAM). This form should include disclosure of any criminal conviction or allegation of offences relating to The Children's Act 38 of 2005, the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007 or involving children in South Africa or another country.

In accordance with The Children's Act 38 of 2005 all people working with children need to be vetted against the National Child Protection Register. Adults joining the Movement are required to consent and give full cooperation to SCOUTS South Africa to submit an application on their behalf or should provide SCOUTS South Africa with such documentation.

Together with the above, all prospective adult leaders and parent helpers are required to submit either a Police Clearance or a Criminal Clearance along with their application for membership.

- The adult leader or parent helper remains responsible for obtaining and submitting the Police Clearance or Criminal Clearance certificate, on application for membership.
- SSA has the right to ask for a Police Clearance or Criminal Clearance, from any member at any time.
- Should a member leave and then re-join the Movement later, a new Police Clearance or Criminal Clearance will need to be submitted.

All appointments are done in line with SCOUTS South Africa's policies of Adult Support and Organisational Rules.

7.2. Police Clearance or Criminal Clearance:

A Police Clearance can be applied for at any Police Station and takes approximately 4 months to be issued by SAPS. A Criminal Clearance is issued through an accredited verification agency and takes about 2 – 3 working days to be issued. Both are accepted by SCOUTS South Africa, and can be submitted to SSA by emailing policeclearance@scouts.org.za

Currently SSA has a partnership with a recognised verification agency, Nevetec Verifications. Should a member apply for a Criminal Clearance through this arrangement, the results of the application will be sent directly to the CEO of SSA.

A record that a valid Police Clearance / Criminal Clearance has been completed will be noted by the National office on the Member Management System.

Should there be any alerts or any notifications out of the ordinary, they will be dealt with on a case-by-case basis by the CEO, who will inform the member personally, and liaise with the Chief Commissioner, Chief Scout, and respective Regional Commissioner (RC) if required.

7.3. Training adults:

Information and training on the Safe from Harm Framework – including this Child Protection Policy - must be made available and included in all levels of adult leader training courses. Resources, as well as other child protection materials are readily available on the SSA National website.

8. RESPONSIBILITIES OF ALL CONCERNED

8.1. Chief Commissioner: (National Child Protection Coordinator)

The National Child Protection Coordinator (NCPC) is responsible for ensuring the overall safety of members and staff within the Movement. Therefore, they are required to implement all reasonable measures to ensure that members are safe and secure while active within Scouting.

- Takes an active role in the development, implementation, and training of members in SSA's Child Protection Policy and Member's Code of Conduct.
- Develops, implements, supports, and evaluates a consistent Child Protection Policy with relevant procedures and / or guidelines to ensure the safety of members, be it children, youths or adults, volunteers, or staff members.
- Develops and implements reporting protocols and guidelines for any form of abuse that includes relevant stakeholders and agencies.
- Develops and implements a functional Code of Conduct for members older and younger than 18.
- Ensures that internal reports on any incidents of abuse are properly recorded, maintained, and stored in accordance with this Policy.

8.2 Regional Commissioners:

The Regional Commissioners (RC) are responsible for the overall safety of the members and staff within their Region. Therefore, they must ensure and monitor that all adults, members, and events operate within the Safe From Harm Framework – including this Child Protection Policy to ensure that members are safe and secure while active in Scouting.

- Takes an active role in the implementation of SSA's Safe from Harm Framework – including the Child Protection Policy and Code of Conduct, as well as overseeing the education of members therein.
- Exhibits appropriate leadership towards the creation of safe, caring, and child friendly programmes, meetings, activities, and events.
- Ensures that all staff and volunteers who are allocated the responsibility for the Group, Den, Pack, Troop, or Crew are aware of the Child Protection Policy, understand it's content, and understand their rights and responsibilities.
- Reports any criminal acts, that are reported in the Region, as provided by the law to local SAPS and the SSA Chief Commissioner.
- Shares detailed records of behavior infractions, disciplinary hearings, suspensions, and recommended expulsions with the CEO who keeps them on record at the National Office.
- Ensures that adult leaders are trained on prevention and are able to support members if crime, violence and/or bullying would occur in their Group, Crew, Troop, Pack or Den.

NCPC, together with the CEO and RC's monitor and evaluate the execution and implementation of the Child Protection Policy as well as initiatives undertaken to educate members of its existence and their rights and responsibilities in this regard.

8.3 Chief Executive Officer:

The CEO OF SSA will collaborate with the NCPC in overseeing the investigation and handling of reported cases, and when required will ensure the case is handed over to the relevant authorities. They will not be investigating the reports themselves but will ensure that due process is followed. Therefore, the CEO needs to be informed at all times if allegations of (suspected) abuse have been made.

- The CEO will be consulted if/when external authorities are informed.
- The CEO will consult with the NCPC and RC if communication with external media would be required.
- The CEO is the only person who will have communication with external media in this regard.

8.4 Staff, adult volunteers, and adult leaders:

All adult leaders that are given the care of children and youths. Scouters have the responsibility to assist in maintaining safe, caring, and child friendly activities, meetings, and events. To this end, their responsibilities regarding the Child Protection Policy are as follows:

- Are required to be knowledgeable on the SCOUTS South Africa Safe from Harm Framework – including this Child Protection Policy - and are responsible for the implementation thereof.
- Must ensure that their behaviour is appropriate at all times while carrying out Scouting-related responsibilities and activities.
- Must recognise the position of trust in which they've been placed and therefore ensure that in every respect the relationships they form with the young people under their care are appropriate.
- Must demonstrate integrity and respect through their attitudes, personal conduct and dress and thus serve as positive role models for children and youths under their care.
- Should avoid situations where they are alone with a youth member, and rather have another adult leader nearby when dealing with personal matters.
- Affiliate members are to be under the supervision of a warranted Scouter at all times.

8.5 Parents:

In order to enhance the protection of all children under the care of Scouters and other SCOUTS South Africa members, the responsibility of parents with regards to the Child Protection Policy is as follows:

- Ensure that your child(ren) / youth(s) is/are at the meeting/ activity/event on time and for the whole duration of the meeting/activity/event unless there is a valid reason.
- Inform the Scouter if your child(ren)/youth(s) will be absent or expected to be absent or to be late.
- Ensure your child(ren/ youth(s) are well prepared and have the required materials, lunch, and/or clothing as required per meeting, activity, or event.
- Ensure that your child(ren)/youth(s) is/are not in possession of any dangerous weapon(s) that will threaten or put the safety of others at risk.
- Ensure that your child(ren)youth(s) are not under the influence or in the possession of any illegal substances such as for example, drugs and/or alcohol.
- Ensure that your child(ren)/youth(s) abide by the SSA Member Code of Conduct and Child Protection Policy which is available at www.scouts.org.za
- Cooperate with SCOUTS South Africa in resolving inappropriate behaviour of members, child(ren)/youth(s).

SCOUTS South Africa has a set Code of Conduct and Organisational Rules and Policies. Certain procedures concerning advancement levels should therefore be addressed in that context with the proper authorities and through the designated channels. Verbal abuse towards the Scouter will be considered a transgression of this Child Protection Policy and will be dealt with according to the procedure contained herein.

8.6 Children and youth under the age of 18 years:

All members of SCOUTS South Africa younger than 18 years old have the responsibility to attend Scout meetings, activities, and Scout related events punctually, regularly, should be prepared at all times, and:

- Should abide by the Scout Law as defined in the Constitution.
- Should conduct themselves appropriately at all times as per the SCOUTS South Africa Code of Conduct and in line with this Child Protection Policy.

- Should be cognisant that they have rights and with those also responsibilities.
- Should show respect for authority and be supportive to adult leaders and peers.
- Should be responsible to themselves and their peers by reporting incidents of bullying and any form of abuse or harassment immediately without fear of prejudice or expulsion from the Movement – no one will be asked to leave when they report abuse. Bullying and any form of abuse is unacceptable behaviour and can only be addressed by SSA if reported.
- Should be honest about reporting cases of abuse and/or suspicion of abuse to avoid person prosecution if proven by external partners such as SAPS and social services to be false reports.
- Should not use, not be in possession of, not bully to use and /or deal in drugs, alcohol, or illegal substances.
- Should not victimise and/or bully their peers and other children and youths they encounter.

9. METHODS TO BE USED TO EDUCATE AND TRAIN SSA MEMBERS ON SAFE FROM HARM AND THE CHILD PROTECTION POLICY

- Safe from Harm Framework has its own page on the SSA National website and it's accessible from the homepage: www.scouts.org.za.
- Safe from Harm infographic developed to facilitate understanding and implementation.
- The Child Protection Policy is available on the SSA National website, www.scouts.org.za, under the Safe from Harm Framework page, as well as under the Policies section.
- Child Protection training must be included in IAL and warrant courses.
- Online training will be made available where possible and on application for membership, the WOSM and SSA Safe from Harm videos are to be viewed.

- Refresher training on Child Protection should be provided to leaders who have already completed training as adult leaders.
- Child Protection should form part of the youth advancement programme for all branches in some way.
- A system will be in place to convey the availability of the Child Protection Policy to Recruits, members, and parents.
- Education on SSA's Safe from Harm and Child Protection will be an ongoing process for all members.

10. INCIDENT REPORTING

10.1. Harm and abuse (excluding bullying):

All allegations or suspicions of abuse (excluding bullying)– no matter how insignificant they might seem to be or when they occur – must be referred to the Regional Commissioner. The case must be copied to the Chief Commissioner of SCOUTS South Africa immediately and directly on receipt of the reported case. Nothing must be withheld or filtered. At all times the young person's welfare should be paramount.

Swift reporting will enable the correct authorities to give advice and take appropriate action.

The Regional Commissioner must follow the procedure below. These procedures must be followed to fulfil our legal as well as our moral responsibilities.

10.1.1 Process for dealing with a current allegation or suspicion of abuse of a youth member:

Action Step	Timeline	Responsible Person
<p>1. Prepare a written report</p> <ul style="list-style-type: none"> Write down notes straight after or during the conversation, including dates, times, facts, observations, verbatim speech, potential witnesses etc. Record young person's (victim's) name, address, and contact number. Record name, address, and contact numbers of the young person's parent(s) / legal guardian(s). 	Within 12 hours of being informed or becoming aware of the issue.	Volunteer to whom the disclosure is made.
<p>2. Reported to Regional Commissioner</p> <ul style="list-style-type: none"> Inform the Regional Commissioner and the relevant District Commissioner of the allegation / incident. 	Within 24 hours of being informed or becoming aware of the issue.	Volunteer to whom the disclosure is made.
<p>3. Matter investigated and reported</p> <ul style="list-style-type: none"> The RC reports the matter to the Chief Commissioner and CEO. The RC investigates the matter and updates the Chief Commissioner and CEO. The RC reports the matter to the Police in the event of suspected or alleged sexual abuse. The RC follows up with the Police to ensure action has been taken after the matter was reported. 	<p>Within 24 hours of being informed or becoming aware of the issue.</p> <p>Within 72 hours of being informed or becoming aware of the issue.</p>	Regional Commissioner
<p>4. Follow up by SSA NCPC</p> <ul style="list-style-type: none"> Monitor and follow up with the RC and relevant authorities. 	Within 48 hours of being informed or receiving the report.	Chief Commissioner

10.1.2 Process for dealing with a previous / historical allegation:

SSA acknowledges that for victims of abuse it is often difficult to report the incident at the time of the incident. As international experience has shown, in some cases individuals only report these actions once they are an adult, and in some cases even many decades after the offence was committed.

SSA takes its responsibilities to assist any such historical victims very seriously. In the event that the report is made while the victim is still a minor, the standard procedure as laid out in this Policy will be enacted.

If the victim at the time of reporting is over 18 years of age, the law requires that the victim, or their guardian, report the matter directly to the Police. Without the active participation of the victim or their guardian, the Police will not investigate or prosecute the matter.

SSA encourages members and past members to notify the Chief Commissioner if they have opened a case so that SSA can cooperate with the investigation and initiate internal disciplinary processes as per the procedures outlined in this Policy, to ensure that its current members are protected from harm.

Should a victim over the age of 18, approach any member of SSA with a report of abuse, then the matter should be referred to the Chief Commissioner who will assist the victim to approach the Police.

Further, SSA will, on notification of such an incident, review its membership records and if the accused perpetrator is a current active member, suspend them with immediate effect as per the procedure prescribed in this Policy, until the conclusion of the Police investigation. SSA will then assist the Police with the provision of any information pertaining to the alleged perpetrator that is available and facilitate access to any members who may assist in the investigation.

In the event of a member being identified and suspended, then, following the conclusion and the outcome of the Police investigation, SSA will follow the disciplinary process and take the necessary action in respect of their future participation or membership in SSA.

10.2 Roles of key individuals:

10.2.1 Person the child discloses to:

- Listen sympathetically.
- Write a report, using the child's own words as far as possible.
- Contact and notify the Regional Commissioner and the District Commissioner immediately.
- Must not investigate – must refer.
- Must ensure that the child is aware that by reporting the case they will not be expelled from or discriminated against in any way by SSA even if threats of that kind were made by the suspected perpetrator.

10.2.2 Regional Commissioner:

- Must report the matter to SSA's Chief Commissioner and CEO and consult on the appropriate action to be taken.
- Must discuss the allegations / report with the person reporting the alleged abuse and confirm the facts.
- Must ensure that all legal obligations in respect of reporting the matter to the Police have been complied with.
- If an adult member of SSA is involved, must suspend the suspected perpetrator. Suspension is appropriate for allegations of offences denoted as "class C" in the Grievance and Disciplinary Procedures of the SSA Member Code of Conduct and can be applicable to all other suspected cases of abuse as listed above.
- If reasonable grounds exist for suspected child abuse, the allegation must be reported to the appropriate external authorities (Police) for further investigation.

10.2.3 Chief Commissioner

(National Child Protection Coordinator):

- Follows up with the Regional Commissioner on any reported cases to ensure that the appropriate action has been taken.
- Monitors the protocols and processes followed and advises SSA on any changes required.
- Ensures that the appropriate records are kept at the National Office
- Ensures, in collaboration with the CEO, that the Department of Education is informed in any cases involving in-school Scouting.

10.3 Peer victimisation and bullying:

- All adult leaders involved directly with youth members, should treat any report of bullying seriously.
- The adult leader who becomes aware of the bullying should first listen to the child/youth and make such enquiries as may be necessary to clarify what has been happening.
- The child/youth should be assured that they have acted correctly in reporting the bullying.
- The adult leader should attempt to give advice on how to deal with any repeat incidents that may happen before the intimidation can be dealt with.
- The adult leader should convene a meeting with the victim, the perpetrator and their respective parents/guardians to discuss the once-off and/or ongoing bullying and should decide together on appropriate action.
- Depending on the outcome of the meeting, the procedures as per the SSA Member Code of Conduct would apply.
- An Anti-Bullying awareness activity should be run with each Den, Pack, Troop and /or Crew each year if possible, or where it will fit into an appropriate meeting programme.

10.4 Disciplinary measures when dealing with peer victimisation and bullying:

The disciplinary sanction to be applied for peer bullying, will be undertaken in line with SSA's Member Code of Conduct, Organisation Rules and Policies and in agreement with the members involved, their parents and the adult leader involved.

In cases of serious intimidation, and/or other forms of abuse the parents/guardians of both members are to be contacted and a report of abuse is to be sent through to the Regional Commissioner and the Chief Commissioner for further investigation and follow up as per the protocol and procedures for reporting abuse.