



POLICIES AND PROCEDURES



Save the Children®

CHILD SAFEGUARDING POLICY

South Africa





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Introduction

Save the Children is the world's leading independent child rights organisation. We have many programmes across the country where we strive to protect children from harm. The promotion of child protection and child rights at the community and government levels forms a fundamental part of Save the Children's work.

As we strive to do in our child protection programmes, it is equally important to promote awareness of children's rights and child protection within our own organisation. Therefore, as an employee, consultant, intern, representative or volunteer of Save the Children South Africa (SCSA), we have a responsibility to keep the children we work with safe from harm, and to report and respond to abuse effectively when it occurs.

To this end, the Child Safeguarding Policy has been drafted to ensure that all members of staff and representatives take steps at all levels to reduce the risk of harm to children in all areas of our work. This document includes protocols, procedures and guidelines for anyone within the organisation to prevent and respond to child protection concerns when they arise.

All individuals under Save the Children's employ on a temporary or permanent basis, or represent Save the Children are obligated to abide by, at the very least, the Child Protection Code of Conduct and the Child Safeguarding Protocol.

The aim of the Child Safeguarding Policy is to engender an organisational environment in which all members of staff and representatives are committed to the safeguarding of children and their rights.

To work at Save the Children is to commit to its values and principles to uphold children's rights, and we need this commitment from every individual in the organisation.

The aim of the Child Safeguarding Policy is to engender an organisational environment in which all members of staff and representatives are committed to the safeguarding of children and their rights.

Our Commitment to Safeguard Children

OUR VALUES AND PRINCIPLES

The abuse and exploitation of children happens in all countries and societies across the world. All forms of child abuse involves the abuse of children's rights.

The situation of *all* children must be improved through the promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.

Child abuse is never acceptable and a commitment to children's rights in general also means a commitment to safeguard the children with whom Save the Children is in contact with.

WHAT WILL WE DO

Save the Children will meet its commitment to safeguard through the following means:



AWARENESS

Ensuring that all staff and others are aware of the problem of child abuse and the risks to children.



REPORTING

Ensuring that staff and others are clear on what steps to take where concerns arise regarding the safety of children.



PREVENTION

Ensuring, through awareness and good practice, that staff and others minimize the risks to children.



RESPONDING

Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

In order that the above standards of reporting and responding are met, Save the Children will also ensure that it:

- takes seriously any concerns raised
- takes positive steps to ensure the protection of children who are the subject of any concerns
- supports children, staff or other adults who raise concerns or who are the subject of concerns
- acts appropriately and effectively in instigating or co-operating with any subsequent process of investigation
- is guided through the child protection process by the principle of "best interests of the child"
- listens to and takes seriously the views and wishes of children
- works in partnership with parents/carers and/or other professionals to ensure the protection of children.



Child Protection Code of Conduct

It is important for all staff and others in contact with children to:

- be aware of situations which may present risks and manage them
- plan and organize the work and the workplace so as to minimize risks
- as far as possible, be visible in working with children
- ensure that a culture of openness exists to enable any issues or concerns to be raised or discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- talk to children about their contact with staff or others and encourage them to raise any concerns
- empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general, it is inappropriate to:

- spend excessive time alone with children away from others
- take children to your home, especially where they will be alone with you.

Staff and others must never:

- hit or otherwise physically assault or physically abuse children
- employ children under 18 years of age
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse
- take part in or promote child marriages.

Staff and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/children with whom they are working to stay overnight at their home unsupervised
- sleep in the same room or bed as a child with whom they are working
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive. Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment towards, or favour particular children to the exclusion of others.





National Policy and Procedures

COMMITMENT TO CHILDREN

- **Awareness:** we will ensure that all staff, partners and other representatives are aware of the problem of child abuse and sexual exploitation and the risks to children. Children and their families will be made aware of the standards of behaviour they can expect from our representatives and of how they can raise a concern.
- **Prevention:** we will ensure through awareness-raising and good practices, that staff and others minimize the risks to children. Staff and managers will create an environment where children's rights are respected and sexual exploitation and abuse is prevented.
- **Reporting:** we will ensure that staff and others are clear as to what steps to take where concerns arise regarding the abuse or exploitation of children.
- **Responding:** we will ensure that action is taken to support, safeguard and protect children where concerns arise regarding their possible abuse and exploitation.

1. INTRODUCTION

- 1.1 This set of policy and procedures, is applicable to the National and Provincial offices of SCSA and complements the Save the Children International Child Safeguarding Protocol. The purpose of the Policy and Procedures is to ensure that the organisation takes all reasonable steps to make itself safe for children both as an organisation and in the conduct of its emergency, humanitarian and development work.
- 1.2 Staff, representatives and affiliates of SCSA are placed in a special position of trust by the populations we serve. Through the implementation of the Policy and Procedures, SCSA strives to ensure that this special trust

is not exploited and that child safeguarding standards are upheld at all times. SCSA takes a strictly zero-tolerance approach to the sexual exploitation and abuse of children by our staff, partners and others who represent us.

- 1.3 The Policy and Procedures describes the ways in which all staff, partners and representatives are required to apply and monitor in order to ensure children who we come into contact with are respected and protected from abuse and exploitation of any sort.
- 1.4 The Policy and Procedures has been approved and adopted formally by the SCSA Board.
- 1.5 The CEO is the guardian of the Child Safeguarding Policy and the National Safeguarding Focal Person is the person responsible for the overall implementation of the Policy, including the Child Safeguarding Protocol and the Policy and Procedures. At provincial level, the Provincial managers and nominated provincial focal points are responsible for the implementation of the policy and reporting procedure.

2. DEFINITIONS

- 2.1 According to SCSA's Child Safeguarding Policy, a CHILD is defined as a person less than 18 years of age.
- 2.2 Donors, journalists, celebrities, external stakeholders and other people who visit SCSA programmes, thus making contact with children must be made aware that this set of Policy Procedures (and the Child Safeguarding Policy as a whole) applies to them while visiting our programmes and offices.

2.2.1 “Staff” are defined as: all staff, full time, part time, international and national, and to those engaged on short-term contracts, e.g. consultants, researchers etc.

2.2.2 “Representatives” are defined as: volunteers, ambassadors, interns, Board members, trustees.

2.2.3 “Staff of partner agencies” are defined: staff and representatives of partner agencies and any other individuals, groups or organisations, suppliers, service providers who have a formal/contractual relationship with SCSA that involves having contact with children.

2.3 **Child Abuse** is defined as, “anything which individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood.”

2.4 **Sexual exploitation** is defined as, “any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another”.

3. SCOPE

3.1 Child Safeguarding Policy and Procedures are applicable to the following:

3.1.1 all staff: full time, part time, international and national, and to those engaged on short- term contracts, e.g. consultants, researchers etc. (referred to as “staff”).

3.1.2 volunteers, interns, Board members, trustees, ambassadors (referred to as “representatives”).

3.1.3 staff and representatives of partner agencies and any other individuals, groups or organizations, vendors, suppliers, service providers who have a formal/contractual relationship with SCSA that involves having contact with children (referred to as “staff of partner agencies”).

3.1.4 All SCSA staff and representatives must act in accordance with the Code of Conduct and the Commitment to Safeguard Children as set out in the Child Safeguarding Policy in both their professional and personal lives and is applicable 24 hours, 7 days a week and 366 days in a year!

3.1.5 These measures form part of Save the Children’s Commitment to Child Safeguarding and must be implemented by the National and Provincial offices.

3.1.6 The SCSA Board has adopted this set of Policy and Procedures, and has also nominated an CS Board Trustee. The procedures, which are specific to SCSA and South Africa, are derived from wider Save the Children International’s Child Safeguarding Protocol.

3.1.7 An audit will be conducted to measure compliance with the Child Safeguarding Protocol. Each department/function at the National and Provincial offices needs to ensure that they are child- safe, even where they have no direct operations focus.

3.1.8 This Policy will be reviewed every three years.

4. ORGANISATION-WIDE CHILD SAFEGUARDING POLICY

4.1 The Child Safeguarding Policy and Procedures include:

4.1.1 Guidance on when and how to report concerns. This includes consideration made at national or provincial level as to the involvement of the police and legal authorities with responsibility for investigating allegations of abuse and exploitation, based on the outcome of a mapping exercise. The agreed reporting process includes the appointment/designation of a Child Safeguarding Focal Person by the CEO at the national level and at the provincial level.

4.1.2 Relevant rules from the Child Safeguarding.

4.1.3 Reporting routes, procedures and contact details.

4.1.4 Copies of relevant information and documents such as the incident reporting forms.

5. DISSEMINATION/AWARENESS-RAISING

5.1 The National and Provincial Offices are obligated to:

5.1.1 Implement measures to raise awareness of child protection & safeguarding issues and prevent child abuse or sexual exploitation in line with the Awareness and Prevention Measures. These should cover awareness raising amongst staff, representatives and beneficiaries of our organisation.

5.1.2 Implement measures to make the participation of children in Save the Children's activities safe and free from harm.

5.1.3 Adhere to measures and guidelines on the involvement of children in Save the Children's media work.

5.1.4 Maintain Reporting Procedures. These set out exactly what staff must do if they suspect child abuse or sexual exploitation has occurred or is occurring.

6. RECRUITMENT AND SELECTION

6.1 Recruitment and selection of staff and others include Save the Children's commitment to safeguard children.

6.2 Safe recruitment practices will be followed by SCSA while engaging staff, interns, volunteers, Board members, partners, ambassadors etc.

6.3 Case studies are also provided for use in the recruitment process to assess the ability of candidates to identify child-safeguarding risks and to apply appropriate responses to the scenarios.

6.4 Template form for the Declaration of Acceptance for all members of staff and representatives is available as an annexure. These ought to be signed and submitted to the respective line manager/child safeguarding focal point and will be stored in the child safeguarding files.

7. BUILDING CHILD SAFEGUARDING INTO MANAGEMENT SYSTEMS AND PROCESSES

7.1 The Child Safeguarding Policy shall be incorporated into each department/function and provincial office of SCSA. An audit shall be conducted to measure the progress of implementation. Budgets will be made available for the implementation, training, awareness on the Child Safeguarding Policy, at National and Provincial level.

7.2 Children and their carers in project activities shall be made aware of the Child Safeguarding Policy, and made aware of the reporting procedures in their local language.

8. RISK ASSESSMENT AND RISK MANAGEMENT

8.1 A project risk assessment shall be carried out as part of the project cycle (situation assessment; programme design; securing an award/funding; implementation; monitoring & evaluation; close out) for all SCSA activities involving the participation of children.

8.2 The consent of children and their parents for their participation in SCSA activities shall be sought before they are carried out. Consent forms for both parents and children are included as Annexures.

9. LEARNING AND DEVELOPMENT

- 9.1 The aim of the National Policy and Procedures is to gather all relevant local information on the safeguarding of children in an understandable form and make it accessible to all staff thereby enabling:
- 9.1.1 Awareness raising of issues within our agency and the networks that we work within.
 - 9.1.2 Effective reporting and responding to concerns when they arise.
 - 9.1.3 Managers to have full knowledge of the challenges in safeguarding children and of the systems and structures available locally to protect a child who is the victim of abuse, thereby enabling them to undertake crucial decision based on best available knowledge.
- 9.2 All staff and representatives MUST make themselves familiar with, and understand the Policy and Procedures for reporting and responding to individual or specific cases of child abuse. Every manager must ensure that his/her staff (and representatives for which they are responsible) have achieved this level of understanding.

10. PARTNERS

- 10.1 All Directors/managers i.e. project managers/ corporate partnerships managers are responsible for ensuring that each partner organisation familiarizes itself with the policies and responsibilities thereof and signs the declaration of SC acceptance form for partners/vendors/suppliers.

11. INFORMATION AND COMMUNICATION TECHNOLOGIES

- 11.1 It will be the responsibility of the user in the event of misuse of computer/laptops/ mobile phones in order to access or disseminate pornography or engaging with children in a sexual manner over network or Internet.
- 11.2 All staff using mobile phones including SCSEA's mobile telephones, SIM cards and contracts provided by the organisation, are strictly prohibited from using them to communicate with a child/children in a sexual manner, as in all the times.

12. REPORTING PROCEDURES

- 12.1 All staff, representatives, and staff of partner agencies have a duty to report concerns, including both specific reports and unconfirmed concerns, regarding child abuse, sexual exploitation and any other child protection concern, using the established reporting procedures.
- 12.2 Depending on the severity of the concerns, certain cases, can be handled at a local/provincial level or escalated to the national office.
- 12.3 Internal SCSEA staff, representatives, staff of partner agencies can raise their concerns through the available mechanisms i.e. whistleblowing policy, reporting procedure (incident reporting form).
- 12.4 Cases of sexual abuse, exploitation and any criminal offences against children shall be referred immediately to the police or legal authorities by the organisation in cases where an alleged offence has occurred.
- 12.4.1 However before referring to the police or any legal authority, a case should be reported immediately to the respective Child Safeguarding Focal Person, National Child – Protection Manager and/or the CEO. The CEO may call a meeting with the Senior Management Team (SMT) to discuss the matter and may ask the National Child Safeguarding Focal Person for professional inputs if the need arises. The organisation will carry out its internal investigation nonetheless.
- 12.5 All staff, representatives and staff of partner agencies shall report concerns – specific or unconfirmed – using the reporting procedures and formats stipulated in the reporting procedures process flow. All concerns need to be recorded/ documented within the CEO's office.

13. ROLES AND RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE CHILD SAFEGUARDING POLICY

13.1 National Child Safeguarding Focal Person:

The designated staff member who will receive and handle allegations, concerns and complaints in relation to this policy. He/she could be called in the SMT meeting to explain the status of implementation of Child Safeguarding Policy. He/She will work directly with the CEO to ensure the policy has been rolled out and compliance of all staff, representatives of the organisation.

13.2 Provincial Child Safeguarding Focal Point Person: To act as the primary focal point to effectively implement the Policy and monitor its compliance by all employees in the provincial offices.

13.2.1 There shall be a written Terms of Reference for both the national and provincial child safeguarding focal persons.

13.3 Board of Trustees Child Safeguarding Policy Focal Person: Provides oversight and monitors the overall compliance of Child Safeguarding within the organisation. He/she is the final point of whistleblowing process for Child Safeguarding issues. Carrying out the 3 key Child Safeguarding functions of Trustees i.e. Advocacy, Accountability & Governance.

13.4 The Child Safeguarding Persons shall keep records of cases of child protection and sensitive information about children confidential. They shall also act in accordance of the principle of the best interests of the child.

14. GUIDANCE AVAILABLE

14.1 All guidelines on media, planning events, recruitment and selection etc. are included as Annexures.

15. ANNEXURES

- Annexure 1: Departmental Responsibilities
- Annexure 2: Child Safeguarding Process Flow for Reporting
- Annexure 3: Child Safeguarding Incident Reporting Form
- Annexure 4: Recruitment and Selection
- Annexure 5: Child Safeguarding Declaration of Acceptance for all SCSA Staff/Representatives
- Annexure 6: Declaration of Acceptance for Partners/Suppliers/Vendors
- Annexure 7: Planning Events and Activities with Children
- Annexure 8: Media Guidelines



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Annexure 1

DEPARTMENTAL RESPONSIBILITIES

Departmental Responsibilities

In Implementing The Child Safeguarding Policy and in Responding to Allegations of Child Abuse and Child Exploitation.

NATIONAL OFFICE

CHIEF EXECUTIVE OFFICER

- The Chief Executive Officer shall be the guardian of the Child Safeguarding Policy (CSP).
- He/She shall ensure that all staff and representatives are aware of the key aspects of the CSP.
- Shall provide all necessary support to the National/ Provincial Child Safeguarding Focal Persons to implement and foster compliance of the CSP.
- Shall budget for and allocate sufficient funds to conduct an annual audit of the CSP and for its effective implementation.
- Shall ensure that the audit of the CSP is conducted.
- Shall ensure all Senior Management members have been trained on the key aspects of the CSP.
- He/she shall ensure all Save the Children South Africa's activities and programmes are in compliance with Child Safeguarding Policy.
- Shall hold overall responsibility for the development and maintenance of an open and responsive culture that is essential to safeguarding children, with the support of the National, Provincial and departmental/functional Child Safeguarding Focal Persons.
- Shall assess the management culture and take steps to ensure that an environment exists in which the Child Safeguarding Policy can be implemented effectively.

PROGRAMMES

Action

- The Director of Programmes shall ensure that all staff line managed by him/her are complying with Child Safeguarding Policy.
- He/she shall ensure that all Provincial Managers assists partners in complying with child safeguarding measures.
- Shall ensure that Provincial Managers develop and maintain an open and responsible management culture, which is essential to safeguard children.
- Shall assess the management culture and take steps to ensure that an environment exists to in which the Child Safeguarding Policy can be implemented effectively.
- Shall undertake the following with his/her line-managed staff:
 - Listen and respond to concerns raised
 - Provide regular opportunities for informal dialogue/discussions
 - Observe and respond to signs of worry or stress
 - Raise concerns about sensitive issues
 - Supporting staff through difficult situations
 - Give and receive critical feedback
 - Provide clear and honest communications
 - Take decisions and follow through on actions when concerns are raised.
- He/she shall ensure all programme activities are in compliance with the Child Safeguarding Policy, before any major event or activities involving

children as per child participation section and confidentiality agreement either by Save the Children alone or in coordination with partner(s) ensure all risk assessments are done.

- The Director of Programmes shall ensure that auditing and or evaluation of projects include Child Safeguarding implementation and compliance component as well.
- Director Programme shall mainstream implementation of Child Safeguarding policy in performance appraisal of their team.
- Report any breach of the policy or abuse, suspected abuse to the National Child Safeguarding Focal Person.

DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION

Action

- Implement the Awareness and Prevention Measures to raise awareness of child safeguarding issues and prevent child abuse or sexual exploitation from occurring.
- HR shall ensure that job advertisements for staff recruitment carry the CSP strapline (i.e. recruitment and selection procedures and checks reflects our commitment to the protection of children from abuse).
- HR shall ensure that job interviews assess the candidate on child protection, attitude, history and ask questions on child protection.
- HR shall ensure reference checks especially on child protection issues, if there is gap in the jobs, find out the reason.
- HR shall ensure all new staff receive orientation on Child Safeguarding Policy within 3 months of induction or from his/her start date.
- HR persons shall be responsible for ensuring that all staff, representatives and visitors as identified in rule guidance (above) are oriented on the

Child Safeguarding Policy and sign the Declaration of Acceptance of the Child Safeguarding Policy.

- HR shall ensure that the Declaration of Acceptance forms are securely kept for filing.
- Report any breach of the policy or abuse, suspected abuse of a child to the National Focal Person for the Child Safeguarding Policy Administration.

Administration

- Director of HR and Administration shall ensure all vendors, suppliers and service providers which have a contractual agreement with Save the Children are aware of the Child Safeguarding Policy and comply.
- Send internal notice to all staff using Save the Children's computer stating that they are NOT to access and/or disseminate pornography. Computers and laptops are to be password protected. It will be the responsibility of the user in the event of misuse of computer/laptops for accessing or disseminating pornography or chatting in a sexual manner with a child over network or Internet.

DIRECTOR OF MARKETING AND FUNDRAISING

- Director of Marketing and Fundraising shall ensure all his/her line managed staff are aware and have received basic training on Child Safeguarding Policy.
 - Shall ensure donors are not involved in a manner contrary to our Child Safeguarding Policy (e.g. donor involvement or operation of business in child pornography, trafficking or any other business which harm children).
- Ensure donor or potential donors/ visiting our project are aware of the Child Safeguarding Policy and sign the Declaration of Acceptance of the Child Safeguarding Policy.

Annexure 1

- Shall ensure children provide consent for photos and case studies as per Child Safeguarding Policy.
- Shall ensure that the names of children used for photographs and case studies are kept confidential.
- Shall mainstream implementation of Child Safeguarding Policy in performance appraisal under his/her line management.
- Report any breach of the policy or abuse, suspected abuse to the National Focal Person for the Child Safeguarding Policy.
- Shall ensure all web-based communication involving images and cases of children safeguards their right to confidentiality.

DIRECTOR OF ADVOCACY, CAMPAIGNS AND COMMUNICATIONS

Action

- Director of Advocacy, Campaigns and Communications (ACC) shall ensure all his/her line managed staff are aware and have received basic training on Child Safeguarding Policy.
- Shall ensure that no ACC work goes against our Child Safeguarding Policy.
- Shall ensure consent forms are signed by children and their parents as outlined in the Child Safeguarding Policy.
- Shall ensure that guidelines on the use of photos and case studies are followed, confidentiality should be maintained in all ACC work with respect to the identity of children who may be adversely affected if revealed.
- Ensure protection and confidentiality of all case studies/data of abused children or victims of exploitation (password protected).
- Never put a child in the media if the result will harm the wellbeing of that child.
- Shall mainstream implementation of Child Safeguarding Policy in performance management under his/her line management.

- Report any breach of the policy or abuse, suspected abuse to the National Focal Person for the Child Safeguard Policy.

DIRECTOR OF FINANCE

Action

- Shall ensure that his/her staff are trained on key features of the Child Safeguarding Policy.
- Budget for implementation, training, awareness on the Child Safeguarding Policy.
- Budget for the audit of implementation of the Child Safeguarding Policy.
- Shall mainstream the Child Safeguarding Policy into performance management of her/his staff.
- Shall orient the audit team on the key aspects of the Child Safeguarding Policy.
- Report any breach of the policy or abuse, suspected abuse to the National Focal Person for the Child Safeguard Policy.

All Directors will be accountable to the CEO and any breach, abuse and suspect of abuse will be reported to the National Focal Person for the Child Safeguarding Policy.

PROVINCIAL OFFICE

PROVINCIAL MANAGER

Action

- The Provincial Manager shall ensure that all his/her line managed staff are aware of and have received training on Child Safeguarding Policy.
- Shall be responsible for implementation and compliance of the Child Safeguarding Policy in his/her state of operation.
- Shall ensure the development of Provincial Office-specific Child Safeguarding Procedures.
- Shall support the annual audit of the Child Safeguarding Policy.
- Shall assess the working culture in the Provincial Office and take steps to ensure that an environment exists in which the Child Safeguarding Policy can be implemented effectively.
- Shall undertake the following with his/her staff in the Provincial Office:
 - Listen and respond to concerns raised
 - Provide regular opportunities for informal dialogue/discussions
 - Observe and respond to signs of worry or stress
 - Raise concerns about sensitive issues
 - Supporting staff through difficult situations
 - Give and receive critical feedback
 - Provide clear and honest communications.
- Take decisions and follow through on actions when concerns are raised.
- Shall ensure all staff, representative and partners, vendors, visitors, donors, potential donors are aware of and comply with the Child Safeguarding Policy.
- Shall ensure that administration and logistics staff orient vendors and suppliers on the key aspects of the Child Safeguarding Policy.
- Nominate a Provincial Child Safeguarding Focal Person in consultation with the National Child Safeguarding Person.
- Ensure that the Terms of Reference of the State Child Safeguarding Focal Person are integrated into his/her performance management.
- Shall ensure that job advertisements for staff recruitment carry the CSP strapline (i.e. recruitment and selection procedures and checks reflects our commitment to the protection of children from abuse).
- Shall ensure that job interviews assess the candidate on child protection, attitude, history and ask questions on child protection.
- Shall ensure reference checks especially on child protection issues, if there is gap in the jobs, find out the reason.
- Shall ensure all new staff receive orientation on Child Safeguarding Policy before beginning work with children and within 3 months receive proper training on the Child Safeguarding Policy.
- Report any breach of the Child Safeguarding Policy and abuse and suspected abuse of a child to the National Child Safeguarding Focal Person.
- Shall not send any staff, volunteer or intern in the field or allow involvement with the children without basic orientation on the Child Safeguarding Policy.
- Shall support in all investigations on child abuse or breach of the child safeguarding policy.
- Mainstream the implementation of the child safeguard policy in the performance management of his/her own and staff line managed by him/her.

ACCOUNTABILITY & REPORTING

For implementation of Child Safeguarding Policy, provincial Project/Programme Manager are accountable to the Director of Programmes/Provincial Manager.

The Provincial Managers are to report any breaches to the CEO/National Child Safeguarding Focal Person.

BOARD MEMBER

ACTION

- To act as the primary focal point for monitoring compliance among the Board of Trustees with Save the Children's Child Safeguarding Policy (CSP). This will include ensuring that principles of and compliance with the CSP is reflected in the organization's Finance Strategy.
- He/She shall ensure that all members of the Board of Trustees are aware of the key aspects of the CSP.
- Shall provide all necessary support to the CEO and National Child Safeguarding Focal Person to implement and foster compliance of the CSP.
- Shall ensure that the audit of the CSP is conducted annually and that the Board of Trustees participate in the audit.
- Shall ensure all Board of Trustees have been trained on the key aspects of the CSP.
- He/she shall ensure the conduct of the Board of Trustees' conduct is in compliance with CSP.
- Shall assess the management culture within the Board of Trustees and take steps to ensure that an environment exists in which the CSP can be implemented effectively.
- Report to the National Child Safeguarding Policy Focal Person on trends, challenges, achievements and any other issues among the Board of Trustees related to the CSP.
- Shall report any breach of the policy or abuse, suspected abuse to the National Focal Person for the CSP.

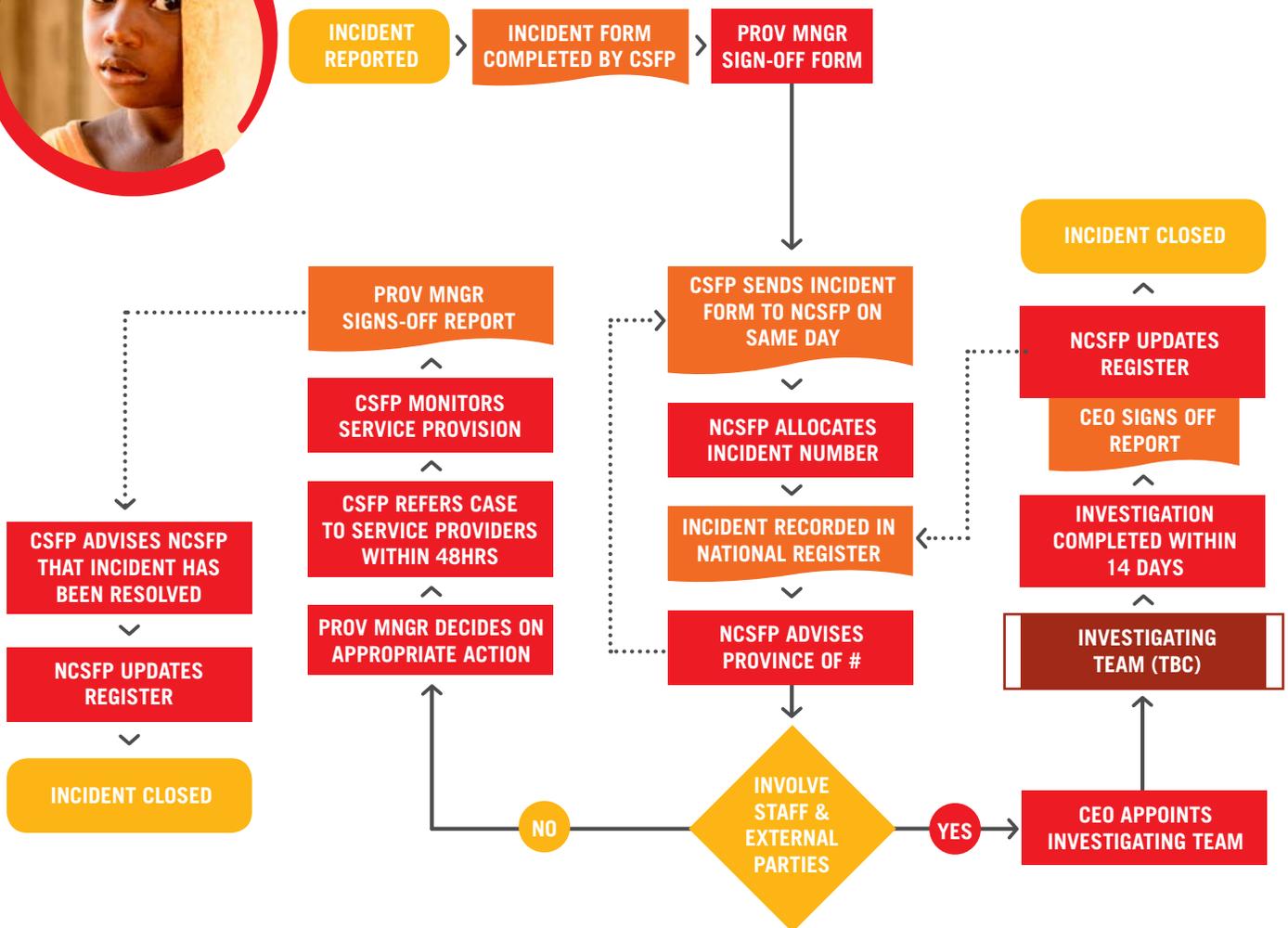




Annexure 2

CHILD SAFEGUARDING PROCESS FLOW FOR REPORTING

Proposed Process Flow to Report a Child Safeguarding Incident



Roles and responsibilities in Child Safeguarding (CS)

NATIONAL COORDINATOR AND PROVINCIAL FOCAL POINTS

Child Safeguarding Focal Point (CSFP)

- Receives all CS incidents.
- Completes the CS form.
- Refers the incidents that do not involve SCSA staff or partners within 48 hrs to ensure services are rendered to child.
- Sends the incident form to the NCSFP on the same day.
- Advises NCSFP of resolved incidents.

National Child Safeguarding Focal Point (NCSFP)

- Receives CS forms from all offices.
- Registers CS incidents on the national CS register within 24 hrs.
- Allocates a unique number to CS incidents for tracking purposes and advise CSFP of the number.
- Refers CS incidents that involve staff/partners to CEO to appoint an investigating team.
- Closes all CS incidents on the register.
- Reports status of CS incidents to SMT on a monthly basis.

Chief Executive Officer (CEO)

- Overall accountability for CS.
- Appoints investigating teams for incidents involving staff or external parties i.e. partners.
- Signs incident reports for incidents involving staff or partners.
- Reports CS incidents to the SCSA Board.

SMT

- Leads investigating teams for incidents involving staff or partners.
- Writes CS reports on conclusion of CS investigations.

Provincial Managers

- Accountability for CS in the province.
- Signs incident forms.
- Decides on appropriate action for incidents that do not involve staff or partners.
- Signs incident reports for incidents that do not involve staff or partners.



Annexure 3

CHILD SAFEGUARDING INCIDENT REPORTING FORM

SCSA Child Safeguarding Incident Reporting Form

Please note: If you wish to report anonymously, please fill out this form and send it from an email address of your choice to the child safeguarding unit. Please be aware that if you report anonymously, it may limit the ability to investigate the incident fully.

Do you wish to submit this report as a whistleblower?

If you do, please send this report to compliance@savethechildren.org

 Yes

 No

Are you willing to be contacted by Child Safeguarding Representative to gather further information?

 Yes

 No

Are you filling this form out on behalf of someone else? If yes please indicate original reporter in contacts section below

 Yes

 No

If you know the exact date, indicate here

DD / MM / YYYY

If you have a date range, indicate here

From: DD / MM / YYYY To: DD / MM / YYYY

Incident time

HH : MM

ORGANISATIONAL UNITS

Member

If a member is involved, please state which

SCI region

SCI office/response

SCI field office, area, or department

GEOGRAPHICAL LOCATION

Specific country

Province

District

Town/City _____

Latitude: Use a decimal degree format (nn.nnnnn) _____

Longitude: Use a decimal degree format (nn.nnnnn) _____

CHILD SAFEGUARD SCREENING

Has a child been harmed? _____

Yes

No

Is the child safe and secured now? _____

Yes

No

Does the child need an immediate referral? _____

Yes

No

INCIDENT DETAILS

Description

A short summary of what is alleged to have occurred, including dates and key facts. Enter the facts as known to you, not opinions.

Immediate action taken

Immediate action refers to any actions immediately taken following discovery of the incident.

Yes

No

Please describe any immediate concerns affecting the organisation, staff or programmes.

Are there potential implications for our acceptance or programming? Are there security or other problems that could arise from this?

SAFEGUARDING

Is there a child in immediate danger or needing urgent assistance? _____

Yes

No

Is the child needing other emergency/protective assistance? _____

Yes

No

How did you become aware / How were you informed of this incident or concern? _____

Location of child if different from reporter _____

INDIVIDUALS DIRECTLY INVOLVED IN THE INCIDENT

This can include victims and perpetrators

What role did the person play in the safeguarding incident?

For example 'victim', 'causing the incident', 'witness' etc.

What relationship does the person have to the organisation?

Surname

If you do not know the name of the person or entity, please type 'UNKNOWN'

Are you sure of the spelling of this surname?

Yes

No

First names

Title

Telephone no.

International dialing code

Email

Additional information

Are there any supporting documents or photographs associated with this record?

Please ensure you attach or include these documents with your report

Yes

No

DETAILS OF PERSON REPORTING THE INCIDENT

First names

If you wish to remain anonymous, leave this field blank

Surname

If you wish to remain anonymous, leave this field blank

Relationship to the organisation

Job role

Work telephone number

International dialing code

Preferred email address

If you do not provide an email, we will not be able to follow up with you for further investigation

Would you like to be informed at the closure of this incident?





Annexure 4

RECRUITMENT AND SELECTION

Checklist For The Recruitment Process

1. DOES THE JOB/ADVERT CONTAIN:	YES	NO
• Child Safeguarding statement in advertisement for post	<input type="checkbox"/>	<input type="checkbox"/>
• Child Safeguarding statement and specific responsibilities of the post holder included in the job description	<input type="checkbox"/>	<input type="checkbox"/>
2. DOES THE INFORMATION GIVEN TO CANDIDATES INCLUDE:		
• Summary of Child Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>
3. FOR THE EMPLOYMENT INTERVIEW, HAVE YOU DEVELOPED:		
• Interview questions developed to determine attitudes, perceptions, behaviours of candidate about children/child safeguarding issues (should be general but also specific to the position)	<input type="checkbox"/>	<input type="checkbox"/>
• Identification and questions for the resolution of employment gaps	<input type="checkbox"/>	<input type="checkbox"/>
• Questions on convictions/disciplinary record	<input type="checkbox"/>	<input type="checkbox"/>
• Questions on child safeguarding issues relevant to role	<input type="checkbox"/>	<input type="checkbox"/>
4. HAVE YOU CARRIED OUT THE FOLLOWING PRE-EMPLOYMENT CHECKS:		
• Criminal record checks i.e. police clearance	<input type="checkbox"/>	<input type="checkbox"/>
• Reference Enquiry Form to include specific reference to work with children	<input type="checkbox"/>	<input type="checkbox"/>
• Sight check on qualifications claimed on application form	<input type="checkbox"/>	<input type="checkbox"/>
• Job history checked through	<input type="checkbox"/>	<input type="checkbox"/>
• Passport requested as proof of identity, where available	<input type="checkbox"/>	<input type="checkbox"/>
• Reference checks include questions around candidate's previous professional or personal conduct around children (and any concerns)	<input type="checkbox"/>	<input type="checkbox"/>

Remember: Any employee who has access to children's data must have the same background checks as those employees who have direct contact to children.



Child Protection Case Studies

Six case studies on child protection have been provided below for recruitment purposes.

The aim is to help HR staff and staff involved on the recruitment panel to identify potential risks to the organisation. Also, the tasks assess the candidates' ability to do the following things:

- Identify what kind of child protection risks that arise
- Develop appropriate responses to the risks

The case studies correspond to six areas of child protection within Save the Children:

- Recruitment, employment and volunteering
- Education and training
- Professional code of conduct
- Reporting mechanism (for concerns/cases) and referral
- Access by external visitors and communications
- Policy and procedures.

The following case studies can be adapted to suit the needs of HR staff and the recruitment panel.

CASE STUDY 1

A foreigner shows up at your office. He plans to stay for two years in the country and would like to be an intern or volunteer in one of the State Programme Offices. He has travelled extensively, working in each of the countries he visited. In his previous job, he worked for six months in Cambodia. There was a two-year gap between that position and his previous employment. He did not specify a referee in his resume (he explains this is due to his frequent relocations).

Recruitment, employment and volunteering – child protection risks

- No referees specified and no background check: It is important to find out whether the job applicant or volunteer has court convictions that indicate violent or abusive or inappropriate behaviour.
- Frequent relocation: Paedophiles and other child sex abusers commonly relocate for fear that people might find out about their crimes. Sometimes they choose to stay in countries where child protection laws are weak. But frequent travelling is not a deciding factor in determining whether a person is potentially dangerous or not.
- Gap in employment history: If no reasonable and provable explanation is offered, this may be due to time in custody or suspicious activity. Check it carefully.
- In emergencies, time constraints sometimes prevent immediate reference checks – so there is a need for strong monitoring systems, and no unaccompanied or unsupervised work.

What should be done?

- Do not recruit someone who does not specify a referee in their curriculum vitae. Ask for at least two referees who are not family members. One should be a colleague from the previous job. Ask the referee if they think the applicant is suitable to work with children.
- Ask the applicant to undergo a police check where applicable, or to bring one from his or her country if it is available.
- In an emergency situation, an organisation may argue it is necessary to hire people quickly, including someone who is qualified and much needed but has no reference. In such an extreme situation, hire him or her but do not permit them to be alone with children without staff supervision. This practice should be a last resort and avoided wherever possible.
- Include guidelines for recruitment in the human resources manual. HR staff should be trained to identify possible child abusers (for example, to note suspicious behaviour; to ask questions about gaps in an applicant's employment history or frequent relocations) or a child protection officer should be on the interview panel.

CASE STUDY 2

You are the coordinator of many children's projects in one community. One day, a child at a children's centre comes and tells you he does not feel comfortable around his stepfather. He says the stepfather often comes into his room uninvited, especially when the boy is taking a shower and is undressed. He is left at home alone with the stepfather a lot because his mother works long hours. The boy feels that something bad might happen and asks for your mobile number.

Education and training – child protection risks

- All staff should be informed about Save the Children's Code of Conduct.
- The Code of Conduct includes a prohibition on personal relationships between a worker and a child.

- Giving someone a personal phone number is very personal. It is risky for a child to become over-dependent on one staff member; unintentionally, psychological damage may be caused to a child if the staff member leaves the organisation.
- Giving out a personal phone number also means that the staff member has a full-time obligation, including nights, holidays and weekends, to support the child. This violates the staff member's personal boundaries and may affect his or her ability to continue working in this field in the long run.

Reporting mechanism for concerns/cases and referral – child protection risks

- NGO workers have a responsibility to report suspicions and concerns to the organisation's child protection focal point or relevant referral agency, so that possible abuse can be addressed.

What should be done?

- Provide information to field and state level staff regarding Save the Children's Child Safeguarding Policy and Procedures. The education can be done through staff orientation, a manual, and refresher courses.
- Set up an effective system within the organisation for children to report abuse. One option is a "duty phone" system, where staff members are available during a designated time to answer such calls. A child will then feel that he or she gets support from organisational staff with whom they are familiar, and staff still have their private time.
- Organisations should have clear guidelines on reporting procedures, which specify to whom staff should report suspicions or cases of abuse, what happens next and what the staff can do (for example, remove the child from that environment or give him or her a strategy to deal with the risk).

CASE STUDY 3

You are visiting one of your project sites (shelter, drop-in centre etc). During the visit, as a form of discipline, you witness a staff member shouting at and making fun of one boy in front of a group of other children who are being encouraged to laugh at him.

Professional code of conduct – child protection risks

- Humiliating a child is emotionally abusive. Humanitarian workers should set an example for the community and behaviour like this is never acceptable.
- Bad behaviour might continue if there are no proper disciplinary procedures.

Reporting mechanism for concerns/cases and referral – child protection risks

- There is a risk if the staff witnesses do not report their concern, or there is no proper internal system for dealing with complaints.

What should be done?

- Provide information regarding the code of conduct for the staff through staff orientation, information and education materials and refresher courses in child protection.
- Clear guidelines on disciplinary procedures.
- Clear guidelines on reporting procedures.
- Educate children and the community so that they can identify abuses and report suspicions and cases.

CASE STUDY 4

A girl in your class is well behaved and to your knowledge never lies. Lately she has not been herself, seeming distracted and isolated. After class one day, you sit her down and ask what is wrong. She says the drop-in centre coordinator, your line manager, has touched her private parts on several occasions. She does not feel comfortable with it at all. However, she asks you not to tell anyone about this.

Reporting mechanism for concerns/cases and referral child protection risks

- If the suspicion is proved true, the girl is at risk of being sexually abused more severely or for a longer period of time.
- If the suspicion is proved not true, the principal is wrongly accused. The organisation's reputation may be damaged.

What should be done?

- In both cases, the confidentiality of the child should be breached because the child's safety is at stake. An internal investigation is required before any external reporting.
- Explain to the child that her complaint must be reported, and why. Explain to her what will happen next.
- Report the suspicion to the Child Safeguarding Focal Person or the National Child Safeguarding Focal Person and complete a complaint form. The person who initially received the complaint should not conduct the investigation. The drop-in centre coordinator should be suspended from work or having contact with children until the investigation is complete.
- Follow up with the child. This might include interventions such as counselling, ensuring the child's well-being at school and in her studies, and supporting the child to deal with any legal consequences.
- Remember that the accused person is presumed innocent until evidence shows that the allegation is true. If it is true, the staff member should be removed from the organisation.
- If the allegation is false, the principal needs to be fully exonerated and supported by the organisation to deal with what has happened.
- Investigate the reasons for the false allegation. If the child has lied, she will need to understand why she must apologise to the accused. She will also need counselling (to address the false accusation and to assess whether she has perhaps been abused by someone else).

- If it is found that the child was encouraged to make the accusation by someone outside the organisation, that person should be required to apologise to the drop-in centre coordinator and the organisation. If the encouragement came from a staff member, the staff member should be removed from the organisation and required to apologise to the drop-in centre coordinator.

CASE STUDY 5

Your project site can be accessed through both main and back roads. The main entrance has a sign for visitors to report to your NGO's main office before entering the community, but there is no sign on the back road. One day you find a few strangers talking to children. Later, the children tell you that the people asked them a lot of personal questions, such as where they live and go to school, where they play.

Access by external visitors and communications issues – child protection risks

- Besides the main entrance, there is no way of controlling visitors' access to the community with whom you work.
- There is no way of knowing how the visitors may use the children's information. They may use the information in a way that stigmatises them or exposes them to harm.

What should be done?

- Block the back road or set up an entrance system by installing a sign for visitors to report to the NGO office before they enter the community.
- Educate children and the community on how to deal with unexpected visits (for example, do not give out personal information to strangers, report to NGO staff if there are suspicious visitors) through trainings and educational materials.

CASE STUDY 6

You escort a child from a village to receive treatment at a big hospital in town. It is late at night by the time you set out to take her back home. A storm has washed out the bridge to her village. Both of you stay in the same bungalow as it is the only one available. The next morning you return the child to her parents. You have not touched the girl at all. A few days later, the parents file a complaint against you for statutory rape.

Policy and procedures – child protection risks

- The Child Safeguarding Policy should include prohibition on staff travelling alone with children, particularly at night time.
- Child protection procedures should be made available to all staff in simple language.

What should be done?

- Always have at least two workers accompanying children or have a child's parent or relative in company.
- No night travel.
- If there is an unexpected situation where a worker must stay overnight with a child, call the manager/ National Child Safeguarding Focal Person and the child's parents to inform them about the situation in advance.





Annexure 5

DECLARATION OF ACCEPTANCE

Child Safeguarding Declaration of Acceptance for All SCSA Staff/Representatives

This form is to be completed and returned to the Line Manager/Child Protection Focal Person, and will be stored in the HR/Child Safeguarding Policy file.

I CONFIRM THAT I HAVE:

- Received written briefing materials informing me about SC South Africa's corporate Child Safeguarding Policy (CSP)
- Received a face-to-face briefing on the CSP
- Had the opportunity to raise any questions, issues or concerns about the policy
- Had these questions, etc. answered satisfactorily

I ALSO CONFIRM THAT:

- I understand the main principles, the purpose and the intentions of this policy.
- I am clear on the responsibilities the policy places on me to be aware and to protect children from abuse.
- I am clear that there is a mandatory requirement to report any concerns I have about possible child abuse or risks to children.
- I am clear that I must adhere at all times to the CSP Code of Conduct.
- If working in a management capacity, I understand that I must ensure the CSP is operating effectively and respond positively to any concerns raised by me.
- I understand that any breach or failure to comply with the CSP may result in disciplinary action being taken against me.
- I have discussed the contents of the CSP with my line manager/Save the Children's Child Protection Focal Person and I agree to be bound by them.

Name: _____

Position: _____

Signed: _____

Date: DD / MM / YYYY







Annexure 6

DECLARATION OF ACCEPTANCE

Child Safeguarding Declaration of Acceptance for Partners/Suppliers/Vendors

This form is to be completed and returned to the Line Manager/Child Protection Focal Person, and will be stored in the HR/Child Safeguarding Policy file.

I CONFIRM THAT I HAVE:

- Received written briefing materials informing me about SC South Africa's corporate Child Safeguarding Policy (CSP).
- Received a face-to-face briefing on the CSP.
- Had the opportunity to raise any questions, issues or concerns about the policy.
- Had these questions, etc. answered satisfactorily.

I ALSO CONFIRM THAT:

- I understand the main principles, the purpose and the intentions of this policy.
- I am clear on the responsibilities the policy places on me to be aware and to protect children in my care from abuse.
- I am clear that there is a mandatory requirement to report any concerns I have about possible child abuse or risks to children.
- I am clear that I must adhere at all times to the CSP Code of Conduct.
- I understand that any breach or failure to comply with the CSP may result in legal action being taken against me or termination of contract.

Name: _____

Company and Position: _____

Signed: _____

Date: DD / MM / YYYY







Annexure 7

PLANNING EVENTS AND ACTIVITIES WITH CHILDREN

Planning an Event/Activity Involving the Participation of Children

If you are planning to hold an event or any other activities involving the participation of children, it is crucial that you follow the guidelines below as part of your planning process to avoid and mitigate the risk of children being harmed in any way.

Before you go ahead with organising your event, please consider the following action points:

- Have you read the **Child Safeguarding Protocol?**
- Have you read the **Code of Conduct?**
- Before you hold your event, please complete the **Risk Assessment Form.**
- Make sure you also complete the **Checklist for Planning Events and Other Activities.** This is important to ensure the safety of the children participating in the event.
- If you are planning to photograph and interview a child or young person at your event, you **must** take consent from them and/or their parents, using the **consent form for photographers and interviews.**

1. DEFINITIONS

- 1.1 According to Save the Children's Child Safeguarding Protocol, a child is defined as a person under 18 years of age.

2. SAFE PARTICIPATION POLICY

- 2.1 This policy must be followed when Save the Children South Africa has invited a child/ children to participate in any activity where the

organisation has taken full responsibility for that child's safety and wellbeing. See below for guidance and examples. It must also be followed where children are invited to participate in online social networking, which is organised by Save the Children South Africa.

- 2.2 The organiser of the event must appoint/ designate one individual as the Child Protection Policy Coordinator/Focal Person for the duration of the activity. This individual has overall responsibility for ensuring the safety and wellbeing of the children involved in the activity during the activity. That person must be familiar with:
- Save the Children's Child Safeguarding Protocol
 - Save the Children's Code of Conduct
- 2.3 The organiser must complete a Risk Assessment prior to the event in relation to all types of child participation activities (see guidance below). This risk assessment must:
- cover every aspect of the child or children's participation in the activity from collection of the child(ren) from their homes to their arrival back at home; and
 - include contact details of adults involved in the activity and the Child Protection Policy Focal Person.

- 2.4 The risk assessment must be approved by the following individual:
- the provincial Manager **IF** the event is taking place in one province and involves attendance by only children from that particular province.
 - the CEO or an individual appointed by the CEO, in any other circumstance (for example if the event/activity is taking place across several provinces or in the country or outside the country involving children from various provinces).
- 2.5 If there are outstanding actions with regards to the risk assessment, the line manager of the event's organiser must monitor these to ensure that they are completed prior to the event/ activity.
- 2.6 All Save the Children South Africa staff and volunteers involved in the event/activity must have received a copy of the Child Safeguarding Protocol and Code of Conduct prior to the event/activity.
- 2.7 All members of staff and volunteers involved in the event/activity must act in the best interests of the child(ren) and ensure the safety of the child(ren) involved in the activity at all times.
- 2.8 If a child is to be physically present at an activity his/her parents/guardians must complete:
- a Parental Consent form
 - a Media Consent form

3. GUIDELINES FOR IMPLEMENTING THE SAFE PARTICIPATION POLICY

Safety, protection and wellbeing of children is our commitment and implementation of the policy is the responsibility of all employees across the board. Within this broad approach there are specific responsibilities within departments and positions. This is reflected in the structure of these policies. The Child Safeguarding Protocol should be seen as the universal set of responsibilities, the implementation of which is enabled

through supporting policies (Safe Child Participation Policy, the Code of Conduct, Our Commitment to Safeguarding Children, the Staff Charter and related guidance and supporting tools).

Rule 1: This policy does not apply where we:

- Provide standard services to a child beneficiary; or
- Invite children to local meetings close to or in the community where a child lives where the child is responsible for his/her own transport.

This policy does apply where we invite children to an event such as an advocacy meeting, panel discussion, campaigning event, awards ceremony, or fundraising event which is either:

- outside the child's country; or
- within their province and we pay for their transport to the event and accommodation whilst at the event.
- it applies to Save the Children South Africa or its partners with support of Save the Children – co-organised event or programme.

Save the Children South Africa is a child rights based organisation committed to child participation. This must be done in accordance with the organisation's child safeguarding policy and procedures to ensure the safety of the children.

Risk Assessment Form

Description of activity/event

Location of event

Date

DD / MM / YYYY

Senior line manager's name

Sign-off

Activity

Hazards

Something that can cause harm

Who might be harmed

Existing control measures

Assess risk

Consider Control Measures,
Identify Further

Assessor's signature

Checklist for Planning Events and Other Activities

Event

Prepared by

Date

DD / MM / YYYY

PRE-EVENT PLANNING

1. Could the event be considered dangerous?

White water rafting, parachuting or similar activities (e.g. wing-walking), mountaineering, abseiling, open water canoeing, assault courses

Yes

No

Comments

Action taken

Details of person responsible

2. Have partners in the event accepted our standards of health & safety & child protection procedures/safeguards?

Are they prepared to abide by them?

Yes

No

Comments

Action taken

Details of person responsible

3. Is the chosen venue suitable?

- Has the venue been checked for appropriate use?
- Does it look well maintained?
- Is it the right size or shape?
- Will it hold the expected number of participants?
- Do we have sole use of the venue?
- Has it got the appropriate facilities (such as toilets & hand washing facilities)?
- Does it have a main supply of electricity capable of supporting the event?
- Is the layout adequate for arranging stalls & activities?
- Have special needs been considered, eg. disability access etc?
- If special needs have been identified, has the appropriate action been taken?
- Permission from appropriate authority to organise an event if required (depending on nature of event and programme)
- If it is closed venue, fire safety, emergency exit and other safety

Yes No

Comments

Action taken

Details of person responsible

4. Has a designated person been appointed to co-ordinate the day (lead person and that person is oriented on safety and our internal Child Safeguarding Protocol)?

Although issues surrounding the event should be decided as a group, one person needs to be in control on the day as confusion is created if there is more than one person making decisions on the day. This confusion could lead to an accident

Yes No

Comments

Action taken

Details of person responsible

5. Has the number of SC staff who will be involved been established?

Will they be clearly identifiable (wearing ID badges)?

Yes

No

Comments

Action taken

Details of person responsible

6. What will the ratio of adults to participants be?

Has the staffing profile been agreed – gender mix etc?
Have all adults been oriented on CPP?

Yes

No

Comments

Action taken

Details of person responsible

7. Have contact numbers for organising staff been made available to participants?

Does the SC staff have access to a (mobile) telephone?

Yes

No

Comments

Action taken

Details of person responsible

8. Has a letter been sent to group leaders of participating organisations prior to the event, specifying that SC will not take supervisory responsibility for young people but their supervising adults have responsibility?

Yes No

Comments

Action taken

Details of person responsible

9. Has a pre-briefing session been held?

A pre-briefing meeting needs to be set up for SC staff but also a meeting with partners who are taking part in the event

Yes No

Comments

Action taken

Details of person responsible

10. If necessary, has a registration process been organised for recording names of all participants & providing name badges?

Yes No

Comments

Action taken

Details of person responsible

11. Has crowd control been considered?

- Think about the size of the venue, the number of people attending & the traffic routes of cars & people. Try to reduce the amount of overlap.
- Think about where bottleneck congestion might occur & put measures in place to reduce the risk of crushing.
- Has someone been appointed to guide traffic to parking spaces & provided with clearly identifiable fluorescent jacket or strap?

Yes No

Comments

Action taken

Details of person responsible

12. Have Emergency Plans been established?

- Ensure that an ambulance/fire engine could easily get to & from the event & check the distance to the nearest hospital.
- Ensure adequate first aid provision. Think about what kind of first aid coverage you would need with respect to the size of the event
- If fire evacuation procedures have not already been established, agree & write clear fire procedures. These should include:
 - a) Fire evacuation instructions,
 - b) means of communicating procedures to all attendees,
 - c) agreed fire assembly point.
- Check whether fire extinguishers are available, if they are the correct types, properly maintained & are suitably placed.
- Appoint one person & a deputy to plan & implement emergency plans. These people will have the authority to give direction on emergency situations & to advise on action once an emergency is over.

Yes No

Comments

Action taken

Details of person responsible

13. Could weather conditions interfere with the event? Have you got contingency plans in place?

Decide before the event how bad the weather will have to get before it is cancelled. Have you planned appropriate means for notifying expected attendees of any cancellation in advance?

Yes

No

Comments

Action taken

Details of person responsible

14. Has transport been arranged for children & young people by accompanying adults?

Follow motor and vehicle rules

Yes

No

Comments

Action taken

Details of person responsible

ESTABLISH THE RESOURCES THAT YOU HAVE AVAILABLE FOR THE EVENT

15. Fire Brigade

Contact them in advance of the event if there is a potential for fire or explosion, such as if the event involves highly flammable material or fireworks. If it is not necessary, note the distance to the local fire station & the closest access to water mains.

Yes

No

Comments

Action taken

Details of person responsible

16. Police

Talk to them if the event is likely to involve large crowds of people, if people attending are likely to be parking on the side of local roads, or if you need advice on crowd or vehicle control.

Yes

No

Comments

Action taken

Details of person responsible

17. First Aid Cover

Look at who and how many participants there are and what the activities are to determine what level of adequate first aid cover there needs to be.

 Yes No

Comments

Action taken

Details of person responsible

18. Historical Data

It is important to learn from previous similar events that have run in the past to learn of any previous mishaps. Ask the venue owner if they can offer resources or expertise in running an event.

 Yes No

Comments

Action taken

Details of person responsible

19. Social Services Duty Team

Ensure details of local duty social work team in event of any child protection concerns that need to be referred.

 Yes No

Comments

Action taken

Details of person responsible







Annexure 8

MEDIA GUIDELINES

Interviewing and Taking Photographs of Children

THINGS TO CONSIDER

To safeguard the privacy of children, it is important that you take written consent from children and/or their parents before you take their photograph and interview, and ensure they clearly understand why you want to interview and photograph them and for what purpose. If they do not wish to be interviewed or photographed, you must respect their wishes.

Written consent must be taken, whether or not the photograph or case study will be used. As soon as you take a photograph of, or interview a child, it becomes property of Save the Children South Africa. As a child rights organisation, we have a responsibility to safeguard children's right to privacy.

If, for any reason, a photograph has been taken or an interview has been conducted without written consent being taken, and the child/young person cannot be contacted again to give their written consent, the material should not be used.

Before you take photographs and interview children:

- Ask the child/young person if they are comfortable with being interviewed or photographed.
- Explain to the subject why you want to photograph and interview them, and what you will do with the material afterwards.
- Go through the contents of the consent form for photographs and interviews (template attached) with the child/young person. Everything you need to say to the child/young person is right there on the form.
- If they do not wish to participate, respect their privacy and move on.
- Only when they have clearly understood what the child is consenting to, do you take written consent from him/her.

GUIDELINES TO SAFEGUARD CHILDREN IN MEDIA WORK

1. SCOPE

- 1.1 The guidelines apply to all Save the Children SA staff and representatives, and staff and representatives of partner agencies.
- 1.2 Media includes:
 - 1.2.1 Still photography
 - 1.2.2 All audio forms e.g. radio, sound clips, audio interviews
 - 1.2.3 All audio-visual methods e.g. videography, audio-visual interviews, video clips
- 1.3 The guidelines apply to all content used by Save the Children SA and partner agencies in:
 - 1.3.1 Save the Children SA and partner agency websites
 - 1.3.2 All Save the Children SA media publications, e.g. reports, DVDs, published papers, books, etc.
 - 1.3.3 Save the Children SA advertisements with children in the content, e.g. banners, billboards, TV advertisements, radio advertisements, leaflets and all other promotional material in written, audio and audio-visual form.

2. CONSENT

- 2.1 Before conducting interviews with or taking case studies (in written, audio or audio-visual form) and photographs of a child, staff shall obtain voluntary consent from the child and his/her parents in question.

2.1.1 Staff shall explain for what purpose, where and how the photographs, case studies and interviews (in written, audio or audio-visual form) shall be used to the children concerned and their parents.

2.1.2 The child reserves all rights to refuse consent and participation, and to remain anonymous.

2.1.3 Staff are prohibited from coercing, manipulating or deceiving a child into giving their consent.

2.2 Staff must not disclose information that identifies families or children to unauthorised persons or make it available to the general public without the informed consent of the family and, when appropriate, the child.

3. CONFIDENTIALITY

3.1 Photographs and case studies/interview transcripts of children shall be stored in a secure place to which a limited number of people have access.

3.2 The full names and addresses of children shall not be used for cases studies, photographs and interviews.

4. POLICIES AND PROCEDURES

4.1 Communications about children shall use pictures and images that are decent and respectful, not presenting them as victims. Where the children are wearing few items of clothing, staff shall be particularly careful about choosing the images to be used.

4.1.1 Caution shall be exercised in photographing unclothed children in a way that maintains their modesty and their dignity, e.g. photographing them at an angle that does not expose their genitalia and is not sexually suggestive.

4.1.2 If in doubt, contact the National Child Safeguarding Focal Person or Advocacy and Campaigns Manager for further advice.

4.2 Do not portray children in a negative way (i.e. in rags, naked, crying, etc.) unless the photograph or video shows something being done to improve the situation of the child.

4.3 Do not ask questions to children that could compel them to recall sad memories.

4.4 Do not publish a story or an image which might put the child, siblings or peers at risk even when identities are changed, obscured or not used.

4.5 Regarding spoken or written content involving children, language that implies a relationship of power shall be avoided.

4.6 Case studies, photographs and interviews shall be reviewed by the Advocacy and Campaigns Manager or National Child Safeguarding Focal Person before use.

4.6.1 In case of any queries regarding child safeguarding in the use of media, advice can be sought from the National Child Safeguarding Person.

4.7 All media persons shall be briefed on the Child Safeguarding Policy and sign the Child Safeguarding Agreement before media work takes place.

4.8 Photographers and film-makers shall not be allowed to spend time with or have access to children without supervision.

4.9 Any complaints or concerns about inappropriate or intrusive images shall be reported to the Advocacy and Campaigns Manager and National Child Safeguarding Focal Person and recorded like any child protection concern.

Examples

Vulnerability and dignity: We work with some of the world's most vulnerable children. We need to show this vulnerability, without robbing children of their dignity.

- Do show the circumstances that make children vulnerable. Show them as active and resourceful when they are able to be. Where relevant, include families, parents or carers. Truthful not sentimental.
- Use images that tell a story and that the audience can engage with. Show the circumstances and environments in which children and their families live. Show children getting on with their lives rather than engaging with the camera.
- **Where children are naked**, photographs must be in context of other subjects.
- Genitalia should not be exposed and the photograph shall be taken in a way that protects their modesty.
- Do show both girls and boys taking part in activities, e.g. in education or as participants in children's groups. Ensure there is a good balance of girls and boys when you are using a number of images.
- **As far as possible, avoid** photographing children who are naked, especially with genitalia exposed.
- However, in many parts of South Africa, which have a sub-tropical climate and depending on the season, it may be difficult to find children who are not topless or naked.
- Do show the circumstances that make children vulnerable. Show them as active and resourceful when they are able to be. Where relevant, include families, parents or carers.
- Truthful not sentimental.

Consent Form for Photographs and Interviews

Date of event:

DD / MM / YYYY

Location of event:

The words and photos of children and young people are very important to us. We use them to tell people about the work we do. Would you help us, and other young people, by letting us talk to you and take your photograph?

We would like to tell your story in a way you are happy with. You do not have to tell us anything you do not want to, and if necessary, we can change your name. We are also always careful not to publish too much information about you, for instance, if we use your real name, we will not mention where you live.

We might use your words and your photo in:

- leaflets, posters, videos, press, magazines and other publications to show people what we do
- share them with other organisations we work with
- on the Internet to show people what has been happening in the project. Once your photo and information is on the Internet, people from all over the world will be able to see them.

If we do take any pictures of you, we will keep them safely in Save the Children's photo library and we will use them from time to time.

IF YOU ARE HAPPY WITH THIS, PLEASE FILL IN THE FORM BELOW

I am happy for my first name (only), and age to be used next to photographs of me and my words. I understand these will only be used by Save the Children and other organisations that support its work.

- We prefer to use real names, but if you do NOT want us to, please tick here.
- If you do not want your words or photo used in large direct mailings sent out in the post, tick here.

Name of young person

Age

Nationality/State (optional)

Tel. no (optional)

Address

Signature of young person

Signature of Parent/Carer/Guardian:

Name (caps)

Tel. no (optional)

Date

DD / MM / YYYY

All information will be kept securely by Save the Children South Africa





Save the Children South Africa
3rd Floor SAQA House,
1067 Arcadia Street, Hatfield,
Pretoria, 0028, South Africa

Tel: +27 (0) 12 430 7772
Fax: +27 (0) 12 430 7776
Email: childsafeguarding@savethechildren.org.za

Save the Children South Africa CIPC
Registration No. 2012/019616/08
A registered NPO, No. 104-961-NPO
PBO No. 930 040 924, VAT No. 4150262360

www.savethechildren.org.za

Save the Children believes every child deserves a future. In more than 120 countries around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard.

We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

COVER

Photo: Karel Noppe/Shutterstock