



COMMUNITY KEEPERS' CHILD PROTECTION POLICY

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CHILD PROTECTION POLICY: PART 1

1.1 Introduction

Community Keepers is a non-profit organisation providing a professional service to learners and educators in schools. Our primary goal is to motivate learners to develop their full potential, by improving their social and emotional well-being and promoting a supportive community where learning and development can prosper.

Keeping the above mentioned in mind, we make a point of it to listen to children and transforming the entire mission of our organisation to put the rights, safety and dignity of children, at the heart of our decisions.

We are committed to good practice which safeguards and promotes the welfare of children. Staff at Community Keepers accept and recognise their responsibilities to develop awareness of concern to the safety of children.

We are committed to reviewing our child protection policy and good practice guidance on an annual basis. The procedures of this policy are compulsory for all staff members, volunteers and visitors. Non-compliance will be addressed through disciplinary procedures, as set out in our employee manual.

1.2 Statements

Our organisation does not discriminate against the age, culture, disability, gender, language, racial origin, religious beliefs and/ or sexual identity of a child.

All suspicions and allegations of the danger of a child's life or poor practice will be taken seriously and responded to accordingly.

All employees have the responsibility to report the alleged abuse of children or suspicion thereof, as well as suspicion of fellow employees and their capabilities to work with children.

We safeguard children by adopting child protection guidelines through a code of behaviour for employees as set out in our employee manual; sharing information about child protection and good practice with children, sharing information about concerns with adults working with children; following carefully the procedures for safer recruitment in the selection of staff and by providing effective management oversight for staff through supervision, support and training.

This organisation is committed to create a safe environment in which children can feel comfortable and secure while engaged with by a Community Keeper.

1.3 Policy Aims

The aim of this document, is to promote good practice and to ensure employees to be equipped to work with children and thus see that all protocol being followed to promote the welfare of all children.

Although Community Keepers does not provide direct statutory/ child protection services. We work first hand with vulnerable children in a therapeutic and group setting within schools, to promote their social and emotional wellbeing. The purpose of this child protection policy is therefore, to ensure the following objectives, when interacting with children:

- To ensure that the best interest of children is paramount in all aspects of the organisation's decision making.
- To establish clear guidelines, expectations, procedures and outcomes for support services pertaining to children in order to protect both children and persons working under the organisation's umbrella.
- To ensure that staff carry out their duties effectively and in line with the organisation's vision and mission statement, core values and organisational policies.
- To ensure that children are not excluded from the service we offer due to gender, ethnic origin or mental/physical abilities.
- To improve the lives of children at risk by advocating for their physical, emotional, and developmental needs in a holistic way.
- To advance children's rights to protection, support services and overall welfare.

1.4 Definition of terms

The National Child Protection Register

In terms of section 126 of the Children's Act, 2005 (Act 38 of 2005) employers offering services which allow for access to children must, before employing a person, establish from the Registrar of the National Child Protection Register whether or not the potential employee's name is on Part B of the National Child Protection Register. If the potential employee's name appears on the Register, he or she will not be allowed to work in an environment which allows for access to children, since persons whose names appear on the Register have been found unsuitable to work with children by the court.

Form 29

Inquiry by employer to establish whether person's name appears in Part B of National Child Protection Register.

Form 22

A form that is used to report alleged abuse or deliberate neglect of a child to the Provincial Department of Social Development, designated child protection organisation or police official.

Employee

An employee is a person who is employed by the organisation with an employee contract containing a specific job description describing the responsibilities of the employee within the organisation.

Child

A child means a person under 18 years of age.

Volunteer

A volunteer is a person who is fulfilling certain functions within the organisation but does not receive a fixed salary or remuneration for his/her duties.

Visitor

A visitor is a person who is visiting the organisation, the staff of the organisation or the children within the organisation. Within the context of Community Keepers this may include, but are not limited to: Funders, board members, prospective employees, facilitators of groups and parents.

Abuse

In terms of section 126 of the Children's Act, 2005 (Act 38 of 2005), Abuse in the relation to a child, means any form of harm or ill-treatment deliberately inflicted on a child, and includes-

- Assaulting a child or inflicting any other form of deliberate injury to a child;
- Sexually abusing a child or allowing a child to be sexually abused;
- Bullying by another child;
- A labour practice that exploits a child; or
- Exposing or subjecting a child to behaviour that may harm the child psychologically or emotionally

Neglect

In terms of section 126 of the Children's Act, 2005 (Act 38 of 2005), 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.

1.5 Relevant legislation & Documents

Community Keepers takes the following legislation and documents into account when applying our service to our client system and the operations of the organisation:

- Constitution of the Republic of South Africa 1996, especially the Bill of Rights in Chapter 2 (Section 28).
- The Children's Act 38 of 2005 and the Children's Amendment Act 41 of 2007 referred to as the Children's Act (as amended).
- Criminal Law (Sexual Offences and Related Matters) amendment Act, no 32 of 2007.
- WCED Abuse No More protocol
- Form 29
- Internal employee manual
- School agreements between Community Keepers and respective schools
- Protection of Personal Information (POPI) Act
- Mental Health Act
- HPCSA
- SACSSP
- School's Act

CHILD PROTECTION POLICY: PART 2

IDENTIFYING AND REPORTING OF ABUSE OR NEGLECT

2.1 Identifying Abuse and Neglect

As Community Keepers work within schools and share a therapeutic space with children, it may happen that an employee be informed of concerns regarding potential child neglect or abuse, by someone disclosing on behalf of a child, someone witnessing the abuse or by the child themselves.

The following principals should be kept in mind in case of the above mentioned:

- 2.1.1) Regard any complaint of abuse, neglect or inappropriate behaviour as serious.
- 2.1.2) Children may be reluctant to disclose abuse or neglect for a variety of reasons for example due to guilt, shame, fear etc.
- 2.1.3) Look out for signs of abuse in play.
- 2.1.4) Act in a calm, supportive manner.
- 2.1.5) Reassure the child he/she has the right to tell.
- 2.1.6) Be aware that some children may not express negative feelings about the abuse right away.
- 2.1.7) Do not:
 - a) Make the child feel guilty;
 - b) Push the child for more information - let them talk up to the point where they feel comfortable;
 - c) Interrupt the child's train of thought or put words in the child's mouth;
 - d) Cover up for high profile people;
 - e) Make empty promises

Community Keepers will follow disciplinary procedures as set out in the Employee Manual, when the alleged perpetrator is part of Community Keepers or functions under the Community Keepers umbrella.

Community Keepers aims to play a valuable role to promote the correct response of other organisations and the schools we work in, when it comes to serious incidents related to child abuse and neglect. If a Community Keepers employee hears about an incident within another organisation or school we work in, that causes concern, they must inform their line manager as soon as possible. Community Keepers management will then work with the other organisation or school to ensure that the concern is addressed appropriately. Community Keepers will also report serious concerns to the relevant authorities if the other organisation, entity or school fails to do so.

2.2 Reporting Abuse and Neglect

The best interest of the child will be the overriding factor and this will govern how the process is managed when a report of child abuse, deliberate neglect or sexual offence is made.

All employees should follow guidelines for signs of abuse, as set out in the Children's Act 38 of 2005. It is not the employee's responsibility to confirm or prove abuse. All suspicions or allegations of abuse must be reported to the nearest child protection agency by the completion of a form 22, as the neglect thereof, is a criminal offense.

Employees to follow the protocol as set out by the WCED's Abuse No More protocol, once the alleged abuse, neglect or inappropriate behaviour has been identified, within the school setting. A copy of the form 22 should be kept in a separate file in the Community Keepers office and in the client's file.

Should the abuse or neglect come to the knowledge of a volunteer, visitor or higher management, who are not directly linked to a specific office, then they should inform an Area Manager of the abuse, who will assist with the reporting procedure.

Above processes is also in reference to the Community Keepers Employee manual.

2.3 Documenting and Reporting Incidents

Community Keepers will record all incidents that caused concern in an incident register, and keep this in front of the form 22 file, of the respective offices. This register will include all incidents pertaining to the safety and wellbeing of a child.

Community Keepers have two separate incident reports:

- Incidents which are reported on a form 22
- Incidents where a child got hurt in the therapy room or under the supervision of a Community Keepers staff member, for example when a child got hurt while attending a group session presented by Community Keepers.

Although Community Keepers will indicate all incidents in an incident report, they shall follow the school's protocol should a child get hurt under their supervision.

2.4 Working in Cohesion with schools

Through its multidisciplinary team, Keepers provides certain professional services to learners, educators and parents of schools with the aim, amongst others and not limited to, of addressing the needs of individuals with psycho-social problems that are linked to an individual's general functioning and relationship with other learners, teachers and parents.

Community Keepers operates within legal and ethical guidelines as set out by various government departments and bodies. These documents include but are not limited to the Abuse no More policy, Mental Health Act, School's Act as well as the ethical guidelines of the Health Professions Council as well as SACSSP, as explained in our school agreements with the respective schools we serve.

CHILD PROTECTION POLICY: PART 3

BEHAVIOUR PROTOCOLS FOR STAFF, VOLUNTEERS AND VISITORS

3.1) General interaction of staff, volunteers and visitors

All interaction of staff with children, must fall within the boundaries of the Code of conduct in working with children. Community Keepers have a separate code of conduct for staff, as set out in the Employee Manual. All staff should follow these principals.

Children must be adequately supervised at all times, when going for a session to Community Keepers or attending group work activities. Interaction with children must be warm and affectionate, but display respectful boundaries.

All activities and interaction with children must be age- and developmentally appropriate, as well as ensuring the physical and emotional well-being and safety of children.

All staff members and volunteers are to make sure, that their interaction with children is without discrimination, favour or bias.

Staff members should follow their code of ethics, as set out by the respective boards, when making physical contact with children.

3.2) The use of technology and media

All staff must ensure that their communication with children through the use of technology is constructive and in the best interest of the child.

No staff member, volunteer or visitor may engage with children in electronic, telephonic or any type of material that contains sexual, violent or unhealthy content (including the use of foul language).

Should it be in the child's best interest to use electronic resources in the therapy room or during group work sessions, the children may not be left unsupervised with the electronic devices and software will be installed on all the organisation's computers and cellphones to prevent access to inappropriate websites.

Employees and volunteers are not allowed to access websites containing inappropriate sexual or abusive material or chat with unknown persons online, **either in their professional or personal capacity.**

3.3) Use of Children's Photos

No staff member, volunteer or visitor to a Community Keepers office is allowed to create, download or use any visual image that:

- Does not respect the dignity and self-worth of children.

- Is exploitative or manipulative as far as the subject is concerned (e.g., asking the child to cry for the photo).
- Misleads the viewer as to the actual situation of the subject of the image (e.g., labelling children as HIV orphans).
- Distorts reality or does not accurately reflect reality.
- Discloses personal information about the child or family without proper permission unless it is a child protection matter. When personal information is disclosed, it may only be disclosed to the relevant persons to ensure the best interest of the child.

When taking photos of children, the following rules apply:

- The parent/guardian of the child must give written permission that photos may be taken of the child.
- The purpose of the visual image must be clearly stated and adhered to.
- Where children are old enough to understand, their permission must also be obtained and the reason for the photo explained.
- If the photo is going to be used for the organisation's communication purposes, it is recommended that group photos be taken where individual children cannot be identified.
- If the photo is for the purpose of a child's file, it may not be used for any other public purpose without consent and must be taken under direction of management.
- The names of children must not be used together with photos in public platforms as far as possible.
- When photos are used together with the child's name, extra care must be taken to ensure that the proper permission was obtained, and the purpose stated.
- In so far, it is possible, details attached to images and included in stories must not allow that child to be traced to his or her home.
- Photos must reflect the dignity of the child, **therefore no nude photos of children or children in swimming costumes may be used, no matter the age of the children.**
- Photos of children for commercial purposes may not be used without first explaining to parents how it will be used and by obtaining their written permission to use it for that purpose.
- In using an image of a child, you will be expected to use your judgement as to whether the image may cause any harm, ridicule or emotional pain to the child – whether it is now or in the future, in hard copy or online.
- If the image is no longer going to be used, discard in a safe way.
- Consent is voluntary for both adults and children. Therefore, any person may decide to withdraw their consent at any time, even if they have provided written consent originally.
- Where possible, use photo's where individual children are not clearly identifiable such as photos taken from a distance, side or back or where only hands or feet are visible. You may also aim to

cover the child's face with a positive sign or a picture/certificate or get permission from the child to use images of their art work/thank you letters instead of photos of the child.

- Do not display information about children's hobbies, likes or dislikes, location etc. because these can be used as grooming tools for paedophiles or other persons.
- Photos should not portray a child in a negative light e.g., a child crying etc.
- When photographers from outside of Community Keepers are being used for taking photos, they should be aware that images cannot be sold or used for other purposes as agreed upon.
- An agreement should be signed with photographers to make sure they use images in line with the organisation's policies.
- No photographers will have unsupervised or individual access to children.

3.4) Processing of Personal information

The processing of personal information related to children and other stakeholders must be done in line with POPIA.

3.4.1) Some of the general obligations under POPIA are to:

- Only collect information that is needed for a specific purpose.
- Apply reasonable security measures to protect it.
- Ensure information is relevant and up to date.
- Only hold as much information as needed, and only for as long as needed.
- Data subjects of the information will be allowed to see it upon request.

3.4.2) Principles to keep in mind:

- In all matters of processing personal information, this question must be asked: Is this in the best interest of this specific child?
- There must be a specific purpose for processing the personal information of children and the purpose of processing must be clearly communicated to the parents/guardians of the child. The purpose must be explicitly defined and lawful.
- Written permission from the parents must be obtained to process their child's data in line with the purpose that the organisation has stipulated.
- In so far it is possible, the child's permission must also be obtained.
- Data may not be processed beyond what the organisation has permission for.
- The data that is hold must be accurate and up to date.
- Children's personal information may not be shared with third parties without written consent unless it is for legal purposes such as the reporting of neglect and abuse.
- All precautionary measures must be taken to store personal information safely and securely. Access to this information must be limited to only the most relevant persons.
- Safety measures must be put in place such as passwords and encryption on all devices that may contain the personal information of children.

- Personal information must not be kept longer for what it is needed for and must be discarded in a safe manner. Hard copies must be shredded and soft copies must be deleted permanently.
- The processing of personal information must be embedded in the organisation's code of conduct.
- Staff must be trained on the processing of personal information.
- All persons related to the organisation will be encouraged to think privacy and child safety consistently as a way of operating.

Community Keepers will not distribute personal information or telephone numbers of clients or learners at a school, unless in the best interest of a child and their own safety.

3.5) Medication

No staff member, volunteer or visitor to Community Keepers are allowed to distribute or give medication to any child. Should the need arise for first aid supplies or medication, the Community Keepers member should direct this to the school.

3.6) Transport of Children

No child will be transported by a Community Keepers staff member, unless specific permission is received from the legal guardian or parent and the reason thereof discussed by management.

3.7) Seeing Children after school

Should it be in the child's best interest for a Community Keepers member to see the learner out of school hours or on days that they are not at school, for individual or groupwork, a register should be signed by a parent/ guardian by drop off of the learner and collection of a learner. Should the parent not be able to bring the learner to Community Keepers and collect them again, a form should be signed beforehand to ensure the parent/ guardians permission and acknowledgement for the child's whereabouts.

3.8) Supervision of children

As Community Keepers work within schools and see learners during school hours in their office, as well as doing group work with the learners on the school grounds, the following principles should apply: if a learner is under the age of 12 years old, the Community Keepers staff member should fetch the learner at the classroom and take them back to the classroom after the session.

Should groupwork be presented by an outside organisation, the Community Keepers staff member should not leave the children alone with the member organisation.

Community Keepers should follow the schools' rules, when children ask to go to the bathroom when under the supervision of Community Keepers.

3.9) Unacceptable behaviour

- a. Use alcohol or substances (including smoke) when children are present or reporting for duty under the influence of alcohol or drugs.

- b. Expose children to alcohol, drugs or smoking.
- c. Expose children to cultural practices and/or rituals.
- d. Have anger outbursts in front of children;
- e. Criticise, belittle or humiliate children;
- f. Call children names or label them negatively;
- g. Be sarcastic towards children or use humour inappropriately;
- h. Abuse, pinch or hurt children in any way;
- i. Fail or refuse to give children the necessary support or help;
- j. Have inappropriate conversations with them;
- k. Compel them to engage in activities which may endanger them physically or emotionally;
- l. Interact with children in a way that violates their rights or make them feel uncomfortable;
- m. Use foul language;
- n. Use children in any way to meet the adult's needs;
- o. Pay special attention to a particular child to the disadvantage of other children or do some children special favours as all children must be treated fairly and equally.
- p. Discriminate against any child based on cultural, ethnic or language heritage, gender or sexual orientation.
- q. Discuss one child with another person.
- r. Share confidential information related to children.
- s. Lock children up or leave them without supervision.
- t. Share confidential information of a child.

3.10) Discipline

Community Keepers do not get involved in the disciplining process of children, as this will be dealt with by the different schools. No Community Keepers staff members will take it upon themselves to discipline a child.

CHILD PROTECTION POLICY: PART 4

APPOINTMENT, TRAINING, MONITORING AND SCREENING OF STAFF

4.1) Recruitment and appointment of staff

The process for recruitment and appointment of new staff are compiled in Community Keepers Employee Manual. All Community Keepers vacant positions are being advertised internally, as well as externally. After a two round interview process, the appointment of a new staff member is subject to approval of the members of the Community Keepers Board. During the interviewing process, all applicants will be asked to answer on the following two questions:

- Have you ever been accused of a criminal offense?
- Have you ever been accused of a sexual offense?

Should the interview process with a candidate proceed, will depend on the answer on the above mentioned two questions. During this process a background check will be done such as reference checks. Special care will be taken by Community Keepers management, to explore gaps in working history.

During the first three months of employment, all employees are on probation, to give Keepers an opportunity to evaluate performance and suitability for continued employment before confirming the appointment.

Community Keepers will submit a Form 29 application on behalf of staff members with the Department of Social Development to ensure that a staff member is not registered on Part B of the Child Protection register. No persons registered on Part B may continue with service where they will come into contact with children as this is a violation of the Children's Act.

Together with the Form 29 application, a Police Clearance application will be submitted and paid for by Community Keepers.

Appointment with Community Keepers will not be confirmed, before Community Keepers receive the results from the Form 29 and Police Clearance application. If the results for this is not yet received within the first 3 months of employment, **the probation period will be extended until feedback is received.**

All staff are required to sign a Child Protection Declaration Form to indicate that they have no history whether criminal or civil of inappropriate behaviour with children or sexual misconduct in general, by appointment.

Police clearance certificates must be renewed every 3 years of employment with Community Keepers, or at any given time on instruction from management. All staff to inform their manager, should they be accused of a criminal or sexual offense during their employment period with Community Keepers.

As part of the induction process, all new staff members, must receive information on the child protection policy and procedures of Community Keepers and after they have received a copy of the child protection policy, they will have to sign an acknowledgement of receipt to indicate that they have read, understood and accepted their responsibilities outlined by the policy and procedures.

4.2) Induction and training of staff

Community Keepers' induction of new staff is set out in the employee manual. In conjunction with processes as set out in the employee manual, all new staff members must receive training on the child protection policy and procedures, as part of their induction period. All current staff members will receive continuous training and development on child protection issues.

The following points will be included in the training, but are not limited to, the following:

- The organisation's view on children and responsibility towards children.
- Abuse No More protocol.
- Do's and don'ts in working with children.
- Identifying forms of abuse.
- Reporting procedures of abuse.
- The relevant legislation with working with children and the protection thereof.
- Scope of practice.
- Staff code of conduct, as set out in the employee manual.
- Child protection policy and procedures.

Consequences for non-compliance is stipulated in the employee manual, as part of the disciplinary processes.

4.3) Monitoring of staff

As part of probation meetings and yearly performance evaluations with staff, staff members will be acknowledged for their general interaction with children and their adherence to organisational policies and procedures. Staff have personal supervisors, case supervisors, personal supervisors and direct line managers, to assist with areas of need and to monitor these adherences.

CHILD PROTECTION POLICY: PART 5

VOLUNTEERS

5.1) Recruitment and appointment of volunteers

The scope and tasks of volunteers will be clearly defined, before their involvement at Community Keepers.

Long-term volunteers, who will be involved for more than 6 months, have to apply by completing a volunteer application form and by going for a police clearance application. They will also have to sign the child protection declaration form to indicate that they have no history whether criminal or civil of inappropriate behaviour with children or sexual misconduct in general.

Volunteers are required to give the contact details of at least two suitable references in the application form which will be checked by Community Keepers.

5.2) Training of Volunteers

Volunteers will receive orientation, which includes the following:

- The organisations' view on children and responsibility towards children.
- Do's and don'ts in working with children.
- Identifying and reporting different forms of abuse.
- Child protection policy & procedures.
- Organization's vision and mission.
- Protocol regarding photos of children.
- Protocol on the protection of children's information.

Volunteers will have the opportunity to ask questions, sign documentations and receive clear expectations from the organisation for their involvement and the limits thereof.

5.3) Monitoring of Volunteers and Consequences for non-compliance

The volunteer's interaction with children and communication in this regard, will be closely monitored and overseen.

If concern is raised by a staff member regarding the interaction of a volunteer with children, this issue will be addressed with the particular volunteer by management.

If a volunteer's behaviour causes serious concern, such a volunteer will be removed from all organisational projects immediately as the best interest of children is most important.

Supervision will happen at least once a month for the first three months of involvement and will be facilitated by a Keepers staff member. The aim of supervision is to create an opportunity where volunteers can reflect about their

experience and challenges and receive support to fulfil their roles as effective as possible. Although this is only scheduled as a monthly event, volunteers are encouraged to talk to a Keepers staff member if there are any serious concerns regarding their involvement at Community Keepers.

Prior to any action or statement involving children, volunteers should seek prior consultation and approval from appropriate Community Keepers staff, to guide the process for appropriate permission.

Failure to adhere to any and all parts of this code or the Keepers Child Protection Policy, may result in suspension from volunteer duties and/or termination of the volunteer relationship with Keepers. No volunteer will be terminated until he/she has had an opportunity to discuss the reasons for possible dismissal.

CHILD PROTECTION POLICY: PART 6

VISITORS

6.1) Screening of Visitors

All visitors visiting the Community Keepers office, must be accompanied by a Community Keepers staff member, when walking within the school grounds.

Visitors may not have direct contact with children without staff knowing of it. Before engaging with children, all visitors must complete a register with all their contact details and be briefed by staff on their interaction with children.

Visitors should also sign the visitor register to indicate that they will agree to the ground rules of the school and organisation.

6.2) General protocols when visiting a CK office

Employees should take special care when visitors are visiting a Community Keepers office. Employees to make sure that the visitor understands the organisations photography policy to ensure the safety of children and respecting the organisations client system.

6.3) Monitoring of visitors and consequences for non-compliance

Should a staff member feel uncomfortable with a visitor's interaction with children, the issue must be addressed immediately by informing their manager. Should the visitor fail to comply with the ground rules, as explained to them, the visitor will be asked to leave the premises and all interaction with the children will be terminated.

CHILD PROTECTION POLICY: PART 7

CHILD EMPOWERMENT

7.1) Advocacy and Supporting Child Protection and wellbeing

Community Keepers will strive to implement child protection initiatives as part of the organisation's aim of promoting child protection and wellbeing in the communities in which Community Keepers is involved. The following strategies will be implemented within the context of Community Keeper's strategic objectives:

- Acting as a role model to member organisations and schools.
- Implementation of child protection programmes.
- Actively collaborate with child-focused organisations to implement child protection campaigns.
- Celebrating national and international child protection days and months.
- Sharing resources on child protection and wellbeing through different platforms.
- Making member organisations aware of child-related training to strengthen their services to children.
- Supporting child-focused organisations who make a difference in the lives of children at risk.
- Supporting and implementing child participation projects to empower children to become agents of change.
- Networking with community stakeholders to advance children's rights and wellbeing.

CHILD PROTECTION POLICY: PART 8

CONFIDENTIALITY AND STORAGE OF FILES

8.1) Ethics and confidentiality

All employees are expected to comply with the ethical requirements of the professional body they are registered with.

Each of the Keepers' staff in the multidisciplinary team is committed to confidentiality as prescribed by the specific professional boards to which they belong and any other statutory or regulatory prescriptions, to protect their clients, as set out in the agreements with the respective schools.

Confidentiality will only be breached in the following incidents:

- Where any of the multidisciplinary team members are summoned to give evidence in court;
- In circumstances where physical, sexual and emotional abuse or neglect of the client is present or is suspected;
- In circumstances where suicide or homicidal inclinations are reported or suspected;
- In circumstances where the multidisciplinary team needs other professional expertise with regards to a client's problem, the learner or educator's identity will be protected as far as possible.
- Where the third party is a health care practitioner who is being sued by a client and needs access to the records to mount a defence.
- Where the Keeper is under a statutory obligation to disclose certain medical facts, (e.g., reporting a case of suspected child abuse in terms of the Children's Act, (Act No. 38 of 2005)).
- Where the third party is a health care practitioner who has had disciplinary proceedings instituted against him or her by the HPCSA and requires access to the records to defend himself or herself.

No one will make information available to any third party without the written authorisation of the client (or parent where their client is under the age of 12 years old) or a court order or where non-disclosure of the information would represent a serious threat to public health (National Health Act (Act 61 of 2003)).

All assessments, interventions and consultations with learners are written up in client files, that is stored in a safe place and locked in a cabinet. Electronic data of clients are safeguarded by a password and offices are also protected with an additional safety gate to ensure the safety of our client details and files.

Client files of adults (educators), should be stored for a period of not less than six years, as from the date of termination of the file. For clients under the age of 18 years, client files should be kept until the child's 21st birthday, as children have up to three years after they reach the age of 18 years to bring a claim. For mentally incompetent clients the client files should be kept for the duration of the client's lifetime.

All reports on learners and educators are confidential and will remain in the hands of Keepers and are under no circumstances available for public inspection.

No confidential information about individual cases concerning learners' or educators' identity or content of an intervention will be revealed to staff members at the different schools. If a request is made by a school to provide confidential information on an individual it will only be made available with the written permission of the specific client and/or his/her guardian (in the case of learners younger than 12 years of age).

8.2) Consent from learners

Art 129 of Act 38 of 2005 determines that only a child of 12 years and older is authorised to give permission to any medical treatment. Therefore, learners that are 12 years and older can, without the permission of their parents and/or guardians, agree to the psychosocial services of Keepers. Keepers therefore requires that written permission is obtained from a parent/guardian of any learner younger than 12 before a formal individual intervention is done with a learner. The only exception to this is in the case of statutory or trauma related interventions where parental contact must only be made after the safety of the child has been ensured, as also set out in the agreement between Community Keepers and the respective schools.

CHILD PROTECTION POLICY: PART 9

LIST OF ANNEXURE

- Annexure A) Child protection declaration form
- Annexure B) Incident register: Form 22
- Annexure C) Incident register: Under supervision of CK
- Annexure D) Form 29
- Annexure E) Form 22
- Annexure F) Employee application form
- Annexure G) Volunteer application form
- Annexure H) Volunteer declaration form
- Annexure I) Visitor register
- Annexure J) [Check-in and check-out form](#)
- Annexure K) Abuse No More

CHILD PROTECTION POLICY: PART 10

CONCLUSION

In conclusion, Community Keepers aim to make all decisions based on the best interest of children, as we can't keep children safe in the communities, if we don't have the policy in place within the organization. Together we will strive for justice for our children and respecting their livelihoods in everything we do, to improve the social and emotional well-being of children and by promoting supportive communities where children can prosper.

Community Keepers stand by their values of partnership, trust, integrity and professionalism, to collaborate with others to safeguard children and promote their livelihoods, by being reliable, by accepting responsibility for our actions and by utilising our skills to deliver the best service to children.

.....
I, the undersigned, have read and understood the Community Keepers Child Protection Policy. I agree to meet the standards set out in this document and child protection declaration as part of my conditions of employment. I understand that it is my responsibility to ensure I understand what is expected of me and that I need to communicate any uncertainties.

I understand that this document will be reviewed annually to ensure content is up to date. Once the policy has been signed, changes will only be sent through by email, which will be deemed as sufficient notice of change. I also understand that this child protection policy forms part of my duties and responsibilities together with my contract, job description and employee manual.

Name and Surname

Position

Signature

Date