



COMMUNITY KEEPERS' CHILD PROTECTION POLICY

NPC 2008/013270/08

067-754- NPO

VERSION 2	UPDATED, June 2026
------------------	---------------------------

Contents

CHILD PROTECTION POLICY: PART 1	4
1.1 Introduction	4
1.2 Statements	4
1.3 Policy Aims	4
1.4 Definitions of terms	5
1.5 Relevant Legislation & Documents	7
CHILD PROTECTION POLICY: PART 2	9
IDENTIFYING AND REPORTING OF ABUSE OR NEGLECT	9
2.1 Identifying Abuse and Neglect	9
2.2 Reporting Abuse and Neglect	10
2.3 Children and sexual acts	10
2.4 Documenting and Reporting Incidents	11
2.5 Working in Cohesion with schools	11
CHILD PROTECTION POLICY: PART 3	12
BEHAVIOUR PROTOCOLS FOR STAFF, VOLUNTEERS AND VISITORS	12
3.1) General interaction of staff, volunteers and visitors	12
3.2) The use of technology and media	12
3.3) Use of Children's Photos	13
3.4) Videos of children	15
3.5) Processing of Personal information	16
3.6) Medication	17
3.7) Transport of Children	17
3.8) Seeing Children after school	17
3.9) Supervision of children	18
3.10) Code of conduct when working with children	18
3.11) Discipline	21
CHILD PROTECTION POLICY: PART 4	22
APPOINTMENT, TRAINING, MONITORING AND SCREENING OF STAFF	22
4.1) Recruitment and appointment of staff	22
4.2) Induction and training of staff	23
4.3) Monitoring of staff	23
CHILD PROTECTION POLICY: PART 5	24
VOLUNTEERS	24
5.1) Recruitment and appointment of volunteers	24
5.2) Training of Volunteers	24

5.3) Monitoring of Volunteers and Consequences for non-compliance	24
CHILD PROTECTION POLICY: PART 6	26
VISITORS.....	26
6.1) Screening of Visitors	26
6.2) General protocols when visiting a Community Keepers office.....	26
6.3) Monitoring of visitors and consequences for non-compliance	26
6.4) Contractors/ researchers/ service providers	26
CHILD PROTECTION POLICY: PART 7	28
CHILD EMPOWERMENT	28
7.1) Advocacy and Supporting Child Protection and wellbeing	28
CHILD PROTECTION POLICY: PART 8	29
CONFIDENTIALITY AND STORAGE OF FILES	29
8.1) Ethics and confidentiality.....	29
8.2) Consent from learners	30
CHILD PROTECTION POLICY: PART 9	32
SUPPORT TO CHILDREN AND STAFF.....	32
CHILD PROTECTION POLICY: PART 10	33
FAILURE TO COMPLY.....	33
CHILD PROTECTION POLICY: PART 11	34
LIST OF ANNEXURES.....	34
CHILD PROTECTION POLICY: PART 12	35
CONCLUSION.....	35
1. Details of School Office	36
2. Details of Child	36
3. Details of Incident.....	36
4. Description of Injuries (where applicable).....	36
Declaration	39

CHILD PROTECTION POLICY: PART 1

1.1 Introduction

Community Keepers is a non-profit organisation investing in the social and emotional wellbeing of learners and educators. Our primary goal is to motivate learners to develop their full potential, by improving their social and emotional wellbeing and promoting a supportive community where learning and development can prosper.

We prioritise listening to children and place their rights, safety, and dignity at the heart of our decision-making. This commitment is central to the mission of our organisation.

We are committed to good practice which safeguards and promotes the welfare of children. The responsibility of developing awareness and concern for the safety of children is recognised and accepted by the staff of Community Keepers.

We are committed to reviewing our child protection policy and good practice guidelines regularly. The procedures of this policy are compulsory for all staff members, volunteers, contractors, researchers and visitors. Non-compliance will be addressed through disciplinary procedures, as set out in the Community Keepers Internal Employee Manual and Policies. Where required by law, matters may also be reported to the relevant statutory, regulatory or child protection authorities in accordance with applicable legislation.

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 to 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 or neglect of children or suspicion thereof, as well as suspicion of fellow employees and their capabilities to work with children.

We safeguard children by having child protection guidelines in place and a code of conduct for employees. We promote child protection awareness and good practice by sharing relevant information with children and adults working with them, and by encouraging the reporting of any concerns. We also follow safe recruitment procedures in the selection of staff and provide effective management oversight through ongoing supervision, support and training.

This organisation is committed to creating a safe environment in which children can feel comfortable and secure whilst engaging with a Community Keepers staff member.

1.3 Policy Aims

This document aims to guide and promote good practice by ensuring that employees are equipped to work with children, but also used to monitor protocols followed which enhance the welfare of children.

Although Community Keepers does not provide direct statutory or child protection services, we work firsthand with vulnerable children in a therapeutic, supportive and group setting within schools.

The purpose of this child protection policy is therefore, to ensure the following objectives, when interacting with children:

- To ensure that the best interests of children are 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, social, emotional, and developmental needs in a holistic way.
- To advance children's rights to protection, support services and overall welfare.

1.4 Definitions 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 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 a 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.

Form 8

Application where an inquiry is being made by the Employer to establish whether the staff member's name appears on the National Register for Sex Offenders (NRSO)

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 is 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 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 on 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

Types of abuse

- Physical Abuse
- Sexual Abuse
- Emotional/Psychological Abuse
- Neglect
- Exploitation
- Bullying (including cyberbullying)
- Online/Cyber Abuse
- Spiritual or Faith-Based Abuse
- Cultural Abuse and Harmful Cultural Practices

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.

Child Protection Officer

The Child Protection Officer (CPO) is a staff member within the organisation who is responsible for the implementation of the child protection policy; specifically making sure that child abuse allegations are being handled and that protocol & processes are in place.

1.5 Relevant Legislation & Documents

Community Keepers takes the following legislation and documents into account when applying our services 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), which provides a framework for social services for children and their families based on a developmental model of social welfare and provides regulations pertaining to child protection and well-being.
- WCED Abuse No More protocol
- Community Keepers Internal Employee Manual and Policies
- School agreements between Community Keepers and respective schools
- Protection of Personal Information (POPI) Act
- Mental Health Act
- Protocol for the Management and Reporting of Sexual Abuse and Harassment in Schools
- Health Professions Council of South Africa (HPCSA) which aims to enhance the quality of health by developing strategic policy frameworks

- South African Council for Social Service Professions (SACSSP/Council) which is the statutory body established in terms of section 2 of the Social Service
- United Nations Convention on the Rights of a Child (UNCRC), ratified in 1995 by South Africa, which promotes children's rights and responsibilities.
- The African Charter on the Rights and Welfare of the Child (1990), which promotes children's rights and responsibilities.
- Criminal Law (Sexual Offences and Related Matters) amendment Act, no 32 of 2007, which provides regulations regarding sexual offences against children and regulates National Register for Sex offenders.
- Prevention and Combating of Trafficking in Persons Act, 2013 (Act No. 7 of 2013) which provides for the prevention of trafficking in persons, protection and assistance to victims and further provides various services to the victims of trafficking in persons. Children must be given primary consideration. A prompt and in-depth assessment of their best interests shall be carried out in full compliance with the national applicable law ensuring the protection of the child and with the international standards.
- The Child Justice Act 75 of 2008 which provides regulations for the criminal justice system appropriate for the needs and protection of children who are accused of committing crime.
- The South African Schools Act No 84 (1996) which provides regulations for the uniform organisation, governance and funding of schools.

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 and/or supportive space with children, it may happen that an employee is 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 principles should be kept in mind in case of the above-mentioned:

- 2.1.1) Regard any alleged 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.
- 2.1.4) Act in a calm, supportive manner.
- 2.1.5) Reassure the child that 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 promises;
 - f) Do an investigation to prove that the allegations are true before reporting;
 - g) Do a home visit to investigate the alleged abuse or neglect;
 - h) Get the child's permission before completing a Form 22

Community Keepers will follow the disciplinary procedures set out in the Community Keepers Internal Employee Manual and Policies when the alleged perpetrator is part of Community Keepers or operates under the Community Keepers umbrella. Where required, Community Keepers will also comply with all applicable statutory reporting obligations and cooperate with the relevant authorities in matters relating to child protection and safeguarding.

In reference to child abuse and neglect, Community Keepers aims to play a valuable role in promoting appropriate responses from external organisations as well as the schools we serve. If a Community Keepers employee hears about an incident within another organisation or school we work in, that causes concern for the safety of a child, they must inform their line manager as soon as possible and complete a Form 22 to inform the relevant authorities.

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 alleged 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 offence.

Employees must follow the protocol that Community Keepers aligns itself with (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 a copy in the client's file. A statutory follow-up page should be added to each Form 22 in the office's Form 22 file. The original email of when the Form 22 was reported, should be printed out and attached to the Form 22, before filed.

Reporting procedures to the South African Police Service (SAPS) will be followed in accordance with applicable legal requirements in cases involving allegations of a sexual nature.

If the employee is still within their probation period, they are required to copy their Area Manager (AM) on all Form 22 case reports.

Due to the nature of our work and registrations, each staff member has the legal responsibility to report any abuse or suspicion thereof. Staff members with uncertainties wrt the process, must report this to the Care Practitioner in the respective office or the Child Protection officer who will assist with the reporting procedure.

The above processes are also in reference to the Community Keepers Internal Employee manual and Policies.

2.3 Children and sexual acts

The table below should be followed as reporting obligations in terms of children and sexual acts, according to the Criminal Law (Sexual Offences) Amendment Act.

Age	Consensual/ non-consensual sex or sexual activity	Reporting requirement
Child under 12 years	All acts of a sexual nature within this age group are considered an offence.	Report
12 year old with a 15 year old	Consensual	Do not report
12 year old with a 15 year old	Non-consensual	Report
14 or 15 year old with a 16 year old	Consensual	Do not report

14 or 15 year old with a 16 year old	Non-consensual	Report
15 year old with a 17 year old	Consensual	Do not report
15 year old with a 17 year old	Non-consensual	Report
12 or 13 year old with a 16 year old	All acts of a sexual nature within this age group are considered an offence. Consent is not considered because the age gap is >2 years.	Report
12, 13 or 14 year old with a 17 year old (or older)	All acts of a sexual nature within this age group are considered an offence. Consent is not considered because the age gap is >2 years.	Report

All cases of sexual abuse or exploitation involving minors, or adults who are still attending school or studying, must be reported to the South African Police Service (SAPS). In terms of applicable legislation, all citizens have a legal obligation to report such matters.

2.4 Documenting and Reporting Incidents

Each Office team will have two filing systems in the office, one for Form 22's and one for Incident Reports.

- Form 22 File: Alleged abuse and neglect which are reported on a Form 22
- Incident Register File: 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. For each incident, an incident report (Annexure A to the Child Protection Policy) will be completed and sent to the relevant line manager, which will indicate if further action is needed, keeping the school's protocol in mind, when a child gets hurt on the school premises. The line manager should consult with the Child Protection Officer on required steps to be taken. A copy of each incident report will be filed in the Incident Register file.

2.5 Working in Cohesion with schools

Through its multidisciplinary team, Community Keepers provides services to learners, educators and parents of schools with the aim, amongst others and not limited to, addressing the needs of individuals with psycho-social challenges that are linked to the 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 protocol, Protocol for the Management and Reporting of Sexual Abuse and Harassment in Schools, 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 of working with children. Community Keepers has a separate code of conduct for staff, as set out in the Community Keepers Internal Employee Manual and policies. All staff should follow these principles.

Children must be adequately supervised at all times, when going for a session at Community Keepers or attending a-service activities. Interaction with children must be friendly and welcoming, but display respectful boundaries. Children should not be left alone in therapy rooms or the CK office.

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.

Care Practitioners should also follow their code of ethics, as set out by their respective registration bodies.

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). Employees must refrain from using emoji's, particularly those that may convey affection, intimacy, or personal attachment (e.g., heart emoji's), when communicating with children, clients, or clients' family members.

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. Community Keepers will ensure that safe search is activated under the privacy and safety settings of Google for all CK electronic devices.

Employees and volunteers are not allowed to access websites containing inappropriate sexual or abusive material during working hours or by using company property.

Staff members are required to use their designated office phones for all work-related communication/ photos and should not use personal phones for official matters. Profile pictures must be selected from the approved Community Keepers (CK) images provided, preferably the emergency number infographic supplied by the organisation.

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 requirements apply:

- The parent/legal guardian of the child must give written permission that photos may be taken of the child (0-17 years old). The purpose of the visual image must be clearly stated in the consent form. If the parent/ legal guardian consented to the learner's image being used for a specific purpose (e.g., website, social media, newsletters), CK may use the photo only for those purposes. If CK later wants to use it for a different purpose, fresh consent needs to be required for the new purpose.
- 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 on 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.
- As far as it is possible, details attached to images must not allow that child to be traced to his or her home.
- Photos must reflect the dignity of the child, for example, no photos of 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/ legal guardians 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 may be withdrawn at any time. Upon withdrawal, CK will cease future use, not necessarily materials already published or distributed before withdrawal.
- Where possible, use photos 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.
- Please avoid covering a child's face with emojis or graphics when editing photos. If a child should not be identifiable or did not give consent, the photo should not be taken in the first place or be used.
- 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 external photographers to make sure they use images in line with the organisation's policies.
- No photographers will have unsupervised or individual access to children.
- Where a child has not provided appropriate permission, or where identification may place the child at risk, photographs should be taken in a manner that does not reveal the child's identity (for example from behind, at a distance, or focused on activities rather than faces).
- If the office phone is on school WhatsApp groups, the setting should be activated so that pictures do not download to the gallery automatically.
- Office phones must be password protected
- Photos should be taken with Community Keepers devices and not personal devices
- While working for Community Keepers at a school, no employees are allowed to take photos of children for personal use or reasons.
- No staff members are permitted to take photos or videos of learners in the school they serve and post it on their personal social media platforms.
- Consent records must be retained and linked to the relevant images. CK should be able to demonstrate when consent was obtained, from whom, for what purpose and for what period.

3.4) Videos of children

With taking videos of children, many of the same safeguarding principles as photography apply, but there are additional risks and considerations that make video recording more sensitive and complex. Video captures movement, voice, behaviour, and sometimes emotional expression, which can make it more identifiable, personal, and potentially more intrusive than a photo.

The following should be taken into account specifically for video recording, beyond what's needed for photos:

- Video recording of children should only occur when it serves a legitimate organizational purpose and is conducted in a manner that protects the child's dignity, privacy, safety, and best interests at all times.
- Consent forms must explicitly state that video recording is being used, not just "photography".
- In the consent form the following should be indicated: If audio is recorded, whether the video will be shared publicly or privately, whether the child's face and voice will be identifiable.
- Community Keepers must ensure videos do not cause psychological distress or be used exploitatively, even unintentionally.
- Videos may not be edited to misrepresent a situation.
- Raw footage should be stored securely to preserve authenticity in case of disputes.
- Be mindful when taking videos to not inadvertently capture other children who have not given consent in the background.
- Only organisation-approved equipment should be used (no personal phones).
- Video recording in therapy must follow ethical and clinical guidelines.
- Where appropriate, published videos should include reasonable measures to discourage unauthorized use, such as watermarking, restricted access settings, or platform security controls.
- Videos published online should use the most secure distribution method reasonably available, with downloading restricted where possible and appropriate.
- Videos should only be recorded when there is a clear and legitimate organizational purpose. Recording should not occur simply because it is technically possible.
- Where legally and practically possible, children and/or their parents or guardians should be informed of their right to withdraw consent for future use of recordings.
- Extra caution must be exercised when recording children who may be at increased risk, including children involved in protection cases, survivors of abuse, children in therapy, children with disabilities, or children whose identities require additional protection.
- Access to raw footage and published recordings should be limited to authorized personnel with a legitimate need to access them.

3.5) Processing of Personal information

The processing of personal information related to children and other stakeholders must be done in line with POPIA. All Community Keepers staff members should adhere to the POPIA agreements (Protection of personal information; Security and protection of information; Permission and undertaking) signed at Community Keepers and align their actions with this.

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.
- Allow data subjects, or their lawful representatives where applicable, to access their personal information and request correction of inaccurate information in accordance with POPIA.

3.4.2) Principles to keep in mind:

- In all matters involving the processing of a child's personal information, Community Keepers must consider whether the processing is lawful, necessary, and in the best interests of the 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/legal 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.
- Where appropriate, taking into account the child's age, maturity, and understanding, the child's views and assent should also be obtained in addition to parental or guardian consent.
- Data may not be processed beyond what the organisation has permission for.
- The data that is held must be accurate and up to date.
- Children's personal information may not be shared with third parties without an appropriate lawful basis, such as consent, a legal obligation, safeguarding requirements, court orders, or other circumstances permitted by law.
- 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.

- Appropriate technical and organisational security measures, including password protection, encryption where appropriate, secure storage systems, and access controls, must be implemented to protect personal information.
- 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 about privacy and child safety consistently as a way of operating.
- Confidentiality obligations relating to personal information continue involvement with Community Keepers have ended.

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.

3.6) Medication

No staff member, volunteer or visitor to Community Keepers is 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.

Community Keepers does not allow the storage of any medication belonging to children, whether prescription or non-prescription, in office spaces.

In a medical emergency, staff members must immediately seek assistance from the school, emergency services, or other appropriately qualified personnel and follow the school's protocol in such instances.

3.7) Transport of Children

No child will be transported by a Community Keepers staff member.

3.8) Seeing Children after school

For Community Keepers staff members to meet with a learner outside of normal school hours or on days when the learner is not attending school, the activity must be appropriately authorised and documented.

Written consent from the parent or legal guardian must be obtained before the learner attends any individual or group session outside normal school hours. The consent must specify the nature, location, date, and time of the activity.

A register must be maintained recording the arrival and departure of each learner. Where possible, the parent or legal guardian must sign the learner in upon arrival and sign the learner out upon collection.

Where a parent or legal guardian is unable to accompany the learner, prior written authorisation must be obtained identifying the person responsible for dropping off and/or collecting the learner. Learners may only be released to a parent, legal guardian or another authorised person or through an approved collection or transport arrangement identified in writing.

Appropriate supervision and safeguarding measures must be maintained throughout the activity. Staff members must ensure that emergency contact information is available for all participating learners.

Community Keepers will not be responsible for the transport of the learners.

3.9) 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 group work 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.

3.10) Code of conduct when working with children

The key principle in working with children is that everyone should avoid actions or behaviours that constitute poor practice or potentially harmful behaviour and that all interaction with children must be in the best interest of that child.

Do's:

- Be a positive role-model to children and always act in their best interest.
- Be aware of and aim to prevent situations that may be risky to children.
- Respect children's rights.
- Listen to children's views and concerns.

- Teach children their rights and responsibilities and empower them on how best to use this knowledge on a regular basis.
- Use media and technology safely and wisely.
- Always act in such a way as to avoid misinterpretation of your actions by others.
- Recognise that caution and kindness is required in sensitive moments, such as when dealing with bullying or bereavement.
- Report suspected abuse and neglect or concerns as soon as possible.

Don'ts:

- Ignore abusive peer activities (e.g. bullying) or harmful behaviour by others.
- Speak to a child in a negative or in a humiliating way (i.e. hitting, slapping, beating, pinching or using verbal abuse such as swearing and name-calling).
- Avoid unnecessary or inappropriate physical contact with a child. Any physical contact must be clinically justified, developmentally appropriate, culturally sensitive, and in the child's best interests.
- Hurt a child in any way.
- Develop sexual relationships with children.
- Develop relationships with children that exploit or abuse them.
- Text socially with a child that is attending the school you work in: Communication with children through electronic means may only occur through approved channels, for professional purposes, and in accordance with parental consent, organisational policy, and applicable professional ethical standards.
- Accept social media friend requests from a client/ learner in the school.
- Act in ways that are abusive or place children at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative manner.
- Do activities for the 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 that shame, humiliate, belittle or degrade children.
- Expose them to inappropriate media content containing violence or sexual behaviour. All content of media must be approved by management and be age-appropriate.
- Ignore inappropriate actions by children towards other children.
- Speak down to children to make them feel unloved, unworthy or inferior.
- Use alcohol or substances (including smoke) when children are present or reporting for duty under the influence of alcohol or drugs.
- Expose children to alcohol, drugs or smoking.
- Involve children in religious, spiritual, cultural, or traditional practices, rituals, or ceremonies without appropriate parental consent and organisational approval.
- Have anger outbursts in front of children;
- Criticise, belittle or humiliate children;
- Call children names or label them negatively;
- Be sarcastic towards children or use humour inappropriately;
- Abuse, pinch or hurt children in any way;
- Fail or refuse to give children the necessary support or help;
- Have inappropriate conversations with them;
- Compel them to engage in activities which may endanger them physically or emotionally;
- Interact with children in a way that violates their rights or make them feel uncomfortable;
- Use foul language;
- Use children in any way to meet the adult's needs;

- 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.
- Discriminate against any child based on cultural, ethnic or language heritage, gender or sexual orientation.
- Discuss one child with another person or share confidential information of a child that does not portray the best interest of the child or include the limitations of confidentiality
- Share confidential information related to children.
- Leave children without supervision.
- Make empty promises
- Refrain from using the word secrets as a perpetrator could also be using these words, and therefore normalised, which might prohibit disclosure.
- Clothing of the Community Keeper must be non-revealing and avoid clothing with offensive slogans, inappropriate graphics, or references to drugs, alcohol, violence or sexual content.
- Be mindful of cultural and religious diversity among children and families. Avoid clothing that may be seen as disrespectful or inappropriate in cross-cultural contexts.
- Staff members, volunteers, and visitors may not give money, gifts, or personal rewards to individual children without prior management approval.
- Staff must not establish exclusive, secretive, or overly dependent relationships with children.

3.11) Discipline

Community Keepers does not get involved in the disciplining process of children, as this will be dealt with by the different schools. No Community Keepers staff member 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 is compiled in Community Keepers Internal Employee Manual and policies. All Community Keepers vacant positions are being advertised internally, as well as externally. During the interviewing process, all applicants should be asked the following two questions:

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

Whether the interview process with a candidate will proceed or not, will depend on the answer to the above-mentioned two questions. During the interview and appointment process, steps will be taken to ensure the candidate's history is checked. This will include reference checks. Special care will be taken by Community Keepers management, to explore gaps in working history.

The shortlisted candidate is required to undergo a fingerprint clearance before a contract can be issued. If a candidate is unable to arrange or cover the cost of this process, CK can assist with obtaining the fingerprint clearance.

During the first four months of employment, all employees are on probation, to give Community 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, all staff members must have a valid Fingerprint Clearance Report. In addition to this, Community Keepers may also ask for a Police Clearance Certificate and Form 8 application to be done on the request of the employer.

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

Clearance documents can be renewed every 3 years of employment with Community Keepers, or at any given time on instruction from management. All staff to inform their line 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 accept 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 Community Keepers Internal Employee Manual and policies. In conjunction with processes as set out in the Community Keepers Internal Employee Manual and Policies, all new staff members must understand 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 Community Keepers Internal Employee Manual and Policies
- Child protection policy and procedures.
- Consequences for non-compliance are stipulated in the Community Keepers Internal Employee Manual and Policies, as part of the disciplinary processes.

4.3) Monitoring of staff

As part of probation meetings and bi-yearly performance evaluations with staff, staff members will be evaluated on their general interaction with children and their adherence to organisational policies and procedures. Staff have peer supervisors, access to personal supervisors, mentoring sessions 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.

Volunteers have to apply by completing a volunteer application form and by going for a fingerprint clearance report. They will also have to sign the CK 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 of 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 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.

Support will be in place for volunteers by a Community Keepers staff member, to create an opportunity where volunteers can reflect about their experience, challenges and receive support to fulfil their roles as effectively as possible. Volunteers are encouraged to talk to a Community 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 Community 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.

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 Community Keepers office

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

6.4) Contractors/ researchers/ service providers

Where a contractor, researcher, or service provider engaged by CK is required to work on school premises or within CK offices located on school grounds, the school principal must be informed in advance of their presence and purpose. All such individuals must be issued with an identification badge or visitor tag that clearly indicates their role and reason for being on the premises.

Contractors, researchers, and service providers must be made aware of and adhere to CK's Child Protection Policy, including expectations regarding appropriate conduct and interaction with children. They may not initiate or engage in contact with learners unless such interaction forms part of their approved role and has been authorized by CK and the school.

Any contractor, researcher, or service provider visiting a CK office must be known to and acknowledged by the school principal. The above safeguarding requirements and visitor management procedures must be followed at all times to ensure the safety and protection of learners.

All researchers and service providers who may have contact with learners or access to learner information must undergo the required screening and vetting processes in accordance with CK's Child Protection Policy and applicable legislation.

Contractors, researchers, and service providers may not be left unsupervised with learners unless expressly authorized and approved by CK and the school, and all safeguarding requirements have been met.

No research involving learners may take place without the necessary organizational approval, school acknowledgment and informed consent processes being implemented.

All contractors, researchers, and service providers are expected to comply with CK's Child Protection Policy, Code of Conduct, confidentiality requirements, and reporting procedures. Any breach of these requirements may result in the termination of their engagement and where appropriate, referral to the relevant authorities.

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 programmes.
- Actively collaborate with child-focused organisations
- Acknowledging national and international child protection days and months.
- Sharing resources on child protection and wellbeing through different platforms.
- Supporting child-focused organisations who make a difference in the lives of children at risk.
- Networking with community stakeholders who advance children's rights and wellbeing.
- Distribute emergency numbers

CHILD PROTECTION POLICY: PART 8

CONFIDENTIALITY AND STORAGE OF FILES

8.1) Ethics and confidentiality

All registered employees are expected to comply with the ethical requirements of the professional body they are registered with and all staff to comply with the internal Community Keepers best practice guidelines, protocols and policies.

Each of the Community Keepers' staff in the multidisciplinary team is committed to confidentiality and any other statutory or regulatory prescriptions, to protect their clients/learners, 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/ legal guardian 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, which are stored in a safe place and locked in a cabinet. Electronic data of clients are safeguarded by an encrypted password and offices are also protected with an additional safety gate to ensure the safety of our client details and files.

The Health Professions Council of South Africa offers the following guidance on the retention of client records/files:

- Records should be kept for at least six years after they become dormant.

- The records of minors should be kept until their 21st birthday.
- The records of clients who are mentally impaired should be kept until the person's death.
- Records pertaining to illness or accident arising from a person's occupation should be kept for 20 years after intervention has ended.
- Retention periods should be extended if there are reasons for doing so, such as when a client has been exposed to conditions that might manifest in a slow-developing disease, such as asbestosis. In these circumstances, the HPCSA recommends keeping the records for at least 25 years.

In terms of the Protection of Personal Information Act 4 of 2013, records of personal information must not be retained any longer than is necessary for achieving the purpose for which the information was collected and processed unless you are obliged to do so in terms of your professional rules of practice or you are contractually obligated to do so.

In the case of minors, Community Keepers may retain records for longer than the minimum HPCSA retention periods where there are legal, clinical, or risk-management reasons for doing so. It may therefore be prudent to safeguard their clinical records at least until such time. Adolescents aged 17 or 18 have three years to claim damages before the claim becomes statute barred. Therefore, it may be prudent to safeguard records in such cases until this time period passes, namely the age of 20 in case of a 17 year old and 21 in case of an 18 year old.

All reports on learners and educators are confidential and will remain in the hands of Community 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 level it will only be made available with the written permission of the specific client and/or his/her legal guardian (in the case of learners younger than 12 years of age).

8.2) Consent from learners

In accordance with the Children's Act 38 of 2005, a learner who is 12 years of age or older and who demonstrates sufficient maturity and mental capacity to understand the benefits, risks, and implications of the intervention may consent independently to receiving psychosocial services from Community Keepers.

For learners younger than 12 years of age, written consent must be obtained from biological parents or legal guardians before any formal individual intervention is undertaken.

An exception may apply in circumstances involving statutory reporting obligations, child protection concerns, crisis intervention, or trauma-related incidents where immediate action is required to ensure the safety and wellbeing of the learner. In such cases, parental or guardian contact will be made as soon as reasonably possible after the learner's immediate safety has been secured, in accordance with applicable legislation, professional ethical guidelines, and the agreements between Community Keepers and the respective schools.

Where appropriate, Community Keepers will seek the learner's assent and participation in decisions affecting them, taking into account their age, maturity, and developmental level.

CHILD PROTECTION POLICY: PART 9

SUPPORT TO CHILDREN AND STAFF

Community Keepers is committed to providing timely and appropriate support to any child who discloses abuse or is affected by a safeguarding concern. Ensure that the child is listened to in a calm, non-judgmental, and reassuring manner. Further make sure to provide emotional support through and after disclosure and refer to specific specialised services when and if necessary to best support the child.

Community Keepers recognise that staff may be affected emotionally when involved in reporting alleged abuse or neglect to ensure safety of a child. Community Keepers provides the following to staff to ensure the best service to children is possible:

- Access to internal debriefing and reflective practice with a supervisor, manager/ colleague
- Access to external mental health resources
- Clear guidance, support, and reassurance in relation to following the correct safeguarding procedures.
- Supervision

Given the emotional demands of therapeutic and supporting work to children, Community Keepers ensures that all staff have access to regular supervision and personal support. Staff are encouraged to prioritise self-care and can access mental health resources provided or recommended by the organisation.

Workloads are monitored to reduce risk of burnout and vicarious trauma, to ensure a healthy setting for children and overall staff wellbeing.

CHILD PROTECTION POLICY: PART 10

FAILURE TO COMPLY

Failure to comply with any of the stipulated protocol within the Child Protection Policy will be dealt with in accordance with the disciplinary code, as stipulated in the Community Keepers Internal Employee Manual and Policies. Please note that it is a criminal offense to work with children, should you have a record against your name and thus an immediate dismissal will occur, should an employees' name appear in part B of the National Child Protection Register or on the National Sex offender registry.

CHILD PROTECTION POLICY: PART 11

LIST OF ANNEXURES

Annexure A) Incident register: Under supervision of CK

Annexure B) Visitor register

Annexure C) Agreement with external photographer

CHILD PROTECTION POLICY: PART 12

CONCLUSION

In conclusion, Community Keepers aim to make all decisions based on the best interest of children. Together we will strive 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.

The following Google Form must be completed by all staff members and volunteers. Submission of the form will constitute a valid digital signature and indicate acceptance of its contents.

<https://forms.gle/ZKLPLZrCjcih7X8r8>

1. Details of School Office

- Name of school: _____
- Keeper: _____

2. Details of Child

- Name and surname: _____
- Date of birth: _____
- Age: _____
- Gender: _____
- Name of parent/guardian: _____
- Contact details of parent/guardian: _____

3. Details of Incident

- Date: _____
- Place of incident: _____
- Description of incident:

- Is your line manager informed? ☐ Yes ☐ No
- Is your principal informed? ☐ Yes ☐ No (*Confidentiality should be kept in mind, therefore better to complete the form first and yet appropriate guidance*)
- Is the parent/guardian informed? ☐ Yes ☐ No (*Confidentiality should be kept in mind, therefore better to complete the form first and yet appropriate guidance*)
- Is any outside entity involved or informed? ☐ Yes ☐ No
- Action taken by CK:

4. Description of Injuries (where applicable)

I hereby declare that the abovementioned information is correct insofar as I have knowledge about the incident:

Signature of Keeper

Date

Signature of Line Manager

Date

Please note that by entering these premises, you do so at your own risk.

All visitors are required to complete the Visitor Register and agree to the following conditions before being permitted any interaction with children under our supervision while they are at school:

- All visitors must be accompanied at all times by a designated staff member.
- Visitors must adhere to the organisation's **Code of Conduct when interacting with children** and comply with the **Code of Conduct governing the taking and use of photographs of children**.
- Failure to comply with these regulations may result in immediate termination of access to children under our supervision and may lead to further legal action where necessary.

DATE	NAME AND SURNAME	CONTACT DETAILS	REASON FOR VISIT	SIGNATURE

Annexure C) Agreement with external photographers

Before any interaction with children under the supervision of Community Keepers (CK) at a school, you are required to:

- Complete the visitor register.
- Be accompanied at all times by a designated staff member, unless otherwise authorised by Community Keepers and the school.
- Follow all instructions provided by Community Keepers staff regarding the safety, privacy, dignity, and protection of children.

By signing this agreement, you confirm that you understand and agree to the following:

You are not permitted to create, download, record, use, store, distribute or publish photographs or videos that:

- Do not respect the dignity, privacy, and self-worth of children.
- Are exploitative, manipulative, or staged in a manner that misrepresents a child's circumstances (for example, asking a child to cry or act distressed).
- Mislead viewers regarding the actual situation of the child.
- Distort reality or create a false representation of events.
- Disclose personal, confidential, or identifying information about a child or their family without appropriate permission.
- Could place a child at risk of harm, exploitation, embarrassment, ridicule, discrimination, grooming, or emotional distress.
- Portray children in a negative, degrading, humiliating, or vulnerable manner.

When photographing children, you must ensure that:

- Only children for whom Community Keepers has obtained the necessary written consent may be photographed or recorded.
- The agreed purpose of the photographs or videos is clearly understood and respected at all times.
- Images or videos of children in inappropriate states of dress, including swimwear, are not captured or used.
- Professional judgement is exercised to avoid capturing or using any image or recording that may cause harm, embarrassment, ridicule, reputational damage, or emotional distress, either now or in the future.
- Where possible, photographs are taken in a manner that reduces the identification of individual children, such as group photographs, photographs taken from a distance, from the side or behind, or photographs focusing on activities rather than faces.
- Care is taken to avoid recording or photographing children in the background who do not have the required consent.

You further agree that:

- Photographs and videos may only be used for the specific purpose agreed to in writing by Community Keepers.
- Photographs and videos may not be sold, licensed, transferred, shared, or used for any other purpose without the prior written approval of Community Keepers.
- Images and recordings may not be uploaded to personal websites, personal cloud storage, personal social media accounts, or any unauthorised platform.
- Photographs and videos may not be altered, edited, or presented in a manner that misrepresents the child or the circumstances in which they were taken.
- Reasonable measures must be taken to protect images and recordings from unauthorised access, copying, downloading, or distribution.
- Following submission of the agreed material to Community Keepers, all copies, backups, raw footage, edited versions, and stored files must be permanently and securely deleted or destroyed unless otherwise authorised in writing by Community Keepers.

Declaration

I, _____ (name and surname), confirm that I have been informed of Community Keepers' protocols regarding photography of children and agree to comply fully. I acknowledge that the best interests and protection of children must be prioritised at all times.

By signing this agreement, I also declare that:

- I have never been accused or convicted of any criminal offence relating to children.
- I have never harmed a child under the age of 18 in any way.
- I understand that any form of child maltreatment will be reported by Community Keepers to the relevant child protection authority or police service.

Name and Surname: _____

Signature: _____

Date: _____