

Child Protection Policy

Interim Policy: 01 July 2023

This Policy and Procedure Manual is intended as an interim internal policy while a more comprehensive Safeguarding and Child Protection Policy is developed, in consultation with the Guardian and with intellectual property input and guidance from Viva Network and Connect Network.

APPROVAL FOR ISSUE

| NAME | POSITION | SIGNATURE | DATE |
|--------------|----------|---|---------|
| Rachel Kolis | CEO |  | 1/07/23 |

1. Introduction

- 1.1. Kolisi Foundation NPC is a registered Non-Profit Company with the Companies and Intellectual Properties Commission (CIPC) of South Africa, it is also a registered Non-Profit Organisation with the Department of Social Development (DSD) and a Public Benefit Organisation with the South African Revenue Services (SARS).
- 1.2. Kolisi Foundation has a vision to change stories of inequality in South Africa. We unite organisations to mobilise resources and strengthen infrastructure and learning. To help communities thrive, we aim to bring about systemic change by creating safe spaces through sport and education, addressing gender-based violence, and contributing to food sustainability. We do so by partnering with organisations with a pre-existing footprint in our geographic focus areas: Cape Town and Gqeberha. This enables us to be efficient in the allocation of our time and resources. Reciprocally, these collaborations help us learn, grow and develop, which, in turn, allows us to identify even more effective ways of working to create impactful change.
- 1.3. Kolisi Foundation NPC is steadfast in its devotion to protecting children and ensuring that they can experience quality care and nurturing relationships. Kolisi Foundation NPC has put in place guidelines for protecting children to ensure the wellbeing of children impacted by the work of the Kolisi Foundation NPC directors’ staff, volunteers, partners, and visitors. The policy and related procedures should always be in line with any South African legislation pertaining to the care of children.
- 1.4. This policy and the related procedures are compulsory and apply to all Directors, Board members, employees, contractors, volunteers, and students/interns of Kolisi Foundation NPC. A breach of these procedures will lead to non-compliance consequences as outlined in this policy.

2. Purpose

- 2.1. The purpose of Kolisi Foundation’s Child Protection Policy is to ensure that all children taking part in Kolisi Foundation can do so without fear of harassment or abuse. The key objectives of the policies are to:
 - 2.1.1. Ensure everyone in Kolisi Foundation understands that all forms of harassment and abuse are unacceptable and will not be tolerated.

- 2.1.2. Ensure anyone who has witnessed or experienced harassment or abuse within Kolisi Foundation, has the ability to report the incident without fear of victimisation or retaliation.
- 2.1.3. Ensure an appropriate and coordinated response to any incidents of harassment or abuse that happen within any environment connected to the participation of a Kolisi Foundation event, irrespective of whether it takes place on Kolisi Foundation premises or not.
- 2.1.4. Implement effective measures that minimize the likelihood of incidents of harassment and abuse arising in Kolisi Foundation.
- 2.1.5. Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working at Kolisi Foundation.
- 2.2. This policy is written within the framework of the Children's Act 38 of 2005.
- 2.3. Staff should implement this policy using the following guidelines when conducting work that involves children. This will protect the safety and well-being of children engaging in the organisation's programmes and that of our own staff if applicable.
- 2.4. The Child Protection Officer (CPO) referred to in this Policy is the Operations Manager.

3. Definitions

- 3.1. For the purpose of this policy document:
 - 3.1.1. **Abuse** refers to any form of abuse or harassment which may occur in one of 6 forms either in isolation or in combination. These include, but not limited, to Psychological Abuse; Physical Abuse; Sexual Harassment; Sexual Abuse; Neglect or Bullying. This can happen based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age, disability, socio-economic status, and athletic ability. It can include a once-off incident, or a series of incidents and it may be in person or online.
 - 3.1.2. **Child** means any person who has not turned 18 years of age. We accept the UN Charter for the Rights of the Child definition that a child is anyone under the age of 18 years Early childhood relates to those below 8 years of age. A juvenile, young person and adolescents are 10-18 years of age.
 - 3.1.3. **Child Abuse** is a term to describe a range of ways in which people, usually adults, harm children. Often the adult is a person who is known and trusted by the child. Child abuse is neglect, physical injury, sexual abuse or emotional abuse inflicted or knowingly not prevented, which causes significant harm or death.
 - 3.1.4. **Child Protection** describes what an individual, organisation, network,

country, or community does to protect children from harm, abuse, and exploitation. Child protection focuses on an organisation's responsibility to protect children they encounter, whether harm is taking place inside or outside the organization.

- 3.1.5. **Child Protection Officer** means the designated persons from Kolisi Foundation who are appointed and take responsibility for leading the organisations' child protection and implementing the child protection policy.
- 3.1.6. **Emotional Abuse** means the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Acts of emotional abuse may include restriction of movement, patterns of belittling, threatening, scaring, discrimination, ridiculing or other non-physical forms of hostile or rejecting treatment.
- 3.1.7. **Neglect** means a pattern of failing to provide for a child's basic needs, endangering a child's physical and psychological well-being. The end result is a child who is not getting their physical and/or emotional needs met.
- 3.1.8. **Physical Abuse** means contact that is intended to cause pain or injury or any other physical suffering or harm to an individual. This includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning (perhaps with harmful drugs or alcohol), drowning or smothering.
- 3.1.9. **Sexual Abuse** means forcing or enticing a child or young person to take part in sexual activities including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, or oral sex) or non- penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given.
- 3.1.10. **Sexual harassment** means unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical.

4. Children's Rights

- 4.1. All children have needs and rights:
- 4.2. The need for physical care and attention
- 4.3. The need for intellectual stimulation
- 4.4. The need for emotional love and security
- 4.5. The need for social contact and relationships
- 4.6. The right to have their needs met and safeguarded

- 4.7. The right to be protected from neglect, abuse and exploitation
- 4.8. The right to be protected from discrimination
- 4.9. The right to be treated as an individual
- 4.10. This policy ensures that:
- 4.11. The welfare of the child is paramount
- 4.12. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or gender identity have the right to protection from abuse
- 4.13. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- 4.14. All staff have a responsibility to report concerns to the CPO

5. Child Protection Policy

5.1. Policy statement

Kolisi Foundation recognises the rights of children and its responsibility to safeguard children from any form of abuse, ensuring that none of its staff or volunteers engage in behaviour that could allow abuse to occur. We recognise our responsibility to create a safe environment that is empowering and in which each child will be valued as an individual. We will promote an environment that ensures kindness and respect towards the children. The policy has been written to ensure that Kolisi Foundation takes every possible measure to prevent abuse.

5.2. Policy aims

5.2.1. The aim of this Protection Policy is to promote good practice, and in particular to:

- Provide children and young people with safety and protection whilst participating in our programmes; and
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

5.3. Policy implementation

5.3.1. Kolisi Foundation Child Protection Policy will be implemented by adhering to the policy guidelines contained within this document. All staff who work with children must comply with this Policy, failing which disciplinary action may be taken.

5.3.2. All partner projects are responsible for protecting their own participants and implementing their own procedures to ensure children are safeguarded from any form of abuse.

5.3.3. All partner schools are responsible for protecting their own learners and implementing their own procedures to ensure children are safeguarded from any form of abuse.

5.3.4. All schools and other entities we partner with will be made aware of Kolisi Foundation Child Protection Policy.

5.4. Policy guidelines

5.4.1. The guidelines cover three main areas:

- Staff Recruitment
- Staff conduct
- Child protection procedures

6. Staff Recruitment

Purpose

Kolisi Foundation must ensure all reasonable steps are taken during the recruitment of staff or volunteers to prevent unsuitable individuals from working with children.

Policy

Any staff member or volunteer involved with Kolisi Foundation who may have any access to children must be vetted in accordance with this policy.

6.1 Recruitment

6.1.1. Any staff member or volunteer applying to work at Kolisi Foundation, who will have any access to children must have traceable references from their most recent previous employers. Kolisi Foundation will do a reference check, to establish the character of the prospective employee, with 3 of their most recent employers or the previous employer of the last 10 years depending on which goes back further.

6.2. Induction

6.2.1. During induction, new staff will be familiarised with the child protection policy and required to sign a Commitment Child Protection Form (Annexure C).

6.2.2. All forms will be kept by the CPO.

6.3. Probation Period

6.3.1. Kolisi Foundation CPO will ensure that all staff are cleared in accordance with the Sexual Offences Register Policy, Child Protection Register Policy and the Criminal Check Policy during the probation period as a condition of permanent employment.

6.3.2. All staff must complete a Declaration of Good Standing (Annexure A) during the probation period as a condition of permanent employment.

6.3.3. Kolisi Foundation CPO will ensure that all staff complete verification of ID and highest qualification during the probation period as a condition of permanent employment.

7. Staff Conduct

Good practice guidelines:

- 7.1 All staff should demonstrate exemplary behaviour in order to protect themselves from allegations of misconduct.
- 7.2 Staff should maintain their standards of behaviour therefore acting as a role model.
- 7.3 Staff must sign a Code of Conduct for Representatives (Annexure B).

The following are Good Practice examples of how to create a positive culture and climate.

Good practice examples:

- Always work in an open environment where possible (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Never make gratuitous physical contact with a participant (There may be occasions where a distressed participant needs comfort which may include physical comforting and staff should use their discretion to ensure that it is appropriate and not unnecessary or unjustified contact).
- Treat all children equally, and with respect and dignity. Kolisi Foundation will take positive action to eliminate discrimination against any person or group of people.
- Staff should ensure that children are protected from discrimination on any grounds, including ability and challenge discriminating comments and behaviour.
- Activities should be designed to include all children and to promote positive attitudes towards differences.
- Be clear about what the objectives of the activity are before it begins and always put the welfare of each child first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with children (e.g., it is not appropriate for staff or volunteers to have an intimate relationship with a child).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Conducting yourself in a manner that sets a good example to the participants. Be an excellent role model – this includes not smoking or drinking alcohol in the company of/whilst responsible for children.
- Giving enthusiastic and constructive feedback rather than negative criticism. Never using physical force against a participant, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a participant because they are an immediate danger to themselves or others or to property, then the minimum amount of force should be used for the shortest amount of time. Remain calm and get the attention and support of other

staff. The incident should be recorded in writing, with a witness statement (where possible), immediately afterwards.

- Never using physical punishment
- Securing parental consent in writing if the need arises to administer emergency first aid and/or other medical treatment where the participant is under 16. First aid given should be recorded in writing and reported to the lead member of staff who will inform the parent or carer.

Practices which should never be sanctioned, include:

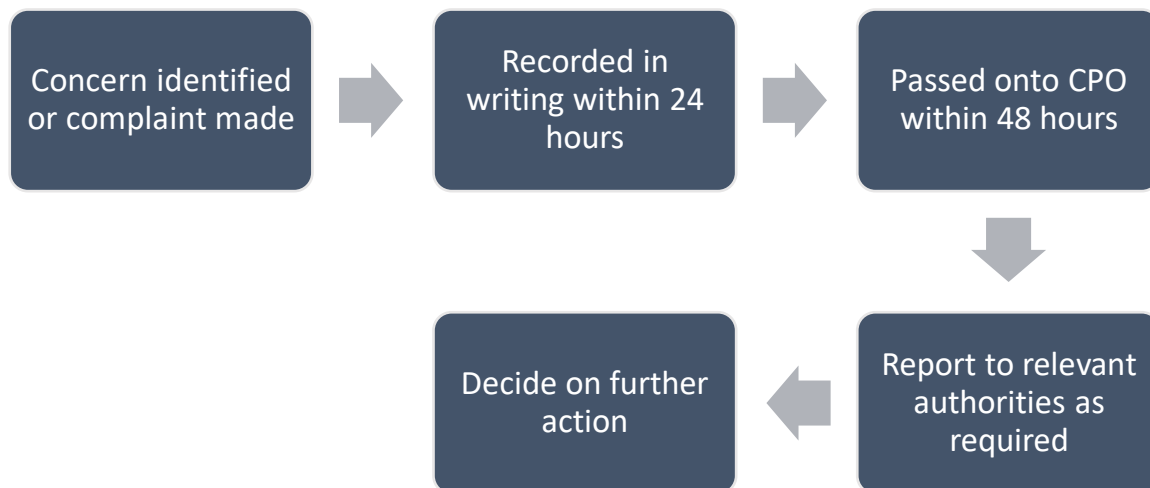
- Engaging in rough, physical or sexually provocative games.
- Engaging in any form of inappropriate touching.
- Children's inappropriate use of language and/or behaviour. This should always be challenged.
- Sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves
- Invite or allow children to stay with you at your home or arrange meetings away from designated program venue.

8. Child Protection Procedures

Kolisi Foundation will:

- 8.1 Ensure we have a CPO who has received appropriate training and support for this role.
- 8.2 Ensure every member of staff knows the name of the CPO and their role.
- 8.3 Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the CPO. However, staff should remember that they are not trained to deal with situations of abuse or to decide if abuse has occurred.
- 8.4 Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters.
- 8.5 Keep written records of concerns about children, even where there is no need to refer the matter immediately. Ensure all records are kept securely in locked locations.
- 8.6 Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- 8.7 Adopt a reporting procedure for dealing with concerns about possible abuse.

9. Reporting Procedure



9.1 There are a number of ways in which abuse becomes apparent:

- 9.1.1 A child discloses abuse.
- 9.1.2 Someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused.
- 9.1.3 A child may show signs of physical injury for which there appears to be no satisfactory explanation.
- 9.1.4 A child's behaviour may indicate that it is likely that he/she is being abused.
- 9.1.5 A member of staff's behaviour or in the way in which he/she relates to a child causes concern.

9.2 Issues of Disclosure

Becoming aware of abuse can cause a multitude of emotional reactions, which are personal to each individual. Whatever the reaction and however the abuse has become apparent, actual or suspected, it must be responded to in the correct manner according to the procedure outlined here. Even if the truth of the disclosure is uncertain – an appropriate response has to be made. A response in accordance with the procedure outlined here will be supported by the CPO and ultimately Kolisi Foundation.

9.2.1 What to do upon suspicion or disclosure:

- Stay calm Don't panic. Do not over-react.
- Listen, hear and believe
- Don't probe for more information.

- Questioning the participant may affect how the participant's disclosure is received at a later date.
- Give time to the person to say what they want
- Do not make assumptions, do not paraphrase and do not offer alternative explanations
- Reassure & explain that they have done the right thing in telling. Explain that only those professionals who need to know will be informed
- Do not promise confidentiality to keep secrets or that everything will be OK (it might not)
- Act immediately in accordance with the procedure in this policy
- Do not try to deal with it yourself
- Record in writing as near as verbatim as possible what was said as soon as possible
- Do not make negative comments about the alleged abuser
- Report to the CPO, do not 'gossip' with colleagues about what has been said to you
- Record your report Don't make a child repeat a story unnecessarily
- It is the duty of anyone who works with children to report disclosure of abuse.
- It is not for staff to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.

9.2.2 Responsibility

- Staff made aware of suspicions, allegations or actual abuse, are responsible to take the appropriate action according to this procedure.
- The primary responsibility of the person who first suspects or who is told of abuse is to report it and to ensure that their concern is taken seriously whilst adhering to the dos and don'ts.
- The incident should be reported immediately to the CPO who is then responsible for dealing with allegations or suspicions of abuse.
- Staff should never try to deal with a suspicion, allegation or actual incident of abuse by him/herself.

9.2.3 Reporting suspected, alleged, or actual incidents of abuse

It may sometimes be difficult to accept that something that has been disclosed in confidence by a child or anyone else should be passed on to a colleague. But the welfare of a child must be paramount, and you therefore have a duty to report suspicions, allegations or actual incidents to the designated member of staff.

Information should also be reported if you yourself have concerns that a child may be suffering harm or at risk of abuse, even if you are unsure about your suspicions. Once this initial report has been made, the lead member of staff will consult with the relevant agencies.

The following information may be required:

- Staff name, address, telephone number, position/role within XXXXX.
- As many details about the child as possible, e.g., name, date of birth, address, home telephone number, school.
- What the reasons are for reporting, e.g., the suspicions, allegations, what has been said, giving details of times and dates and the child's emotional state, or what the child has said in response to the suspicions/concerns. Make a clear distinction between what is fact, opinion or hearsay.
- What has been done so far.
- Where possible referral to the police or 'Child Line' should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- The relevant agency will then give instructions as to what to do next and take the responsibility for further action.
- Recording suspected or actual incidents
- No matter what happens to a suspicion, allegation or actual incident of abuse, (that is whether or not it is processed through an agency or not), all details must be recorded.

Important information to record includes:

- If for any reason it is decided not to consult with a relevant agency, the date and time of disclosure, suspicion, allegation or actual abuse incident.
- Details given to you about the above e.g., date & time of when things occurred.
- An indication of the parties involved.
- Details of what action you and the CPO have taken.
- Details of reporting on, e.g., who to and when. explanation of why must be documented.

After a child has talked about abuse:

- Make written notes as soon as possible (preferably within an hour of being told).
- Complete the 'Reporting Child Abuse' form. (Appendix 2)
- Keep all handwritten notes, even if they are typed subsequently.
- Report the discussion to the DSO
- Do not discuss the suspicions or allegations with anyone else.

Recording should be factual, that is no reference made to your own subjective opinions. Records should be kept completely confidential and secure (always locked away) and only shared with those who need to know about the suspicion, allegation or actual incident of abuse.

9.3 Child protection reporting procedure

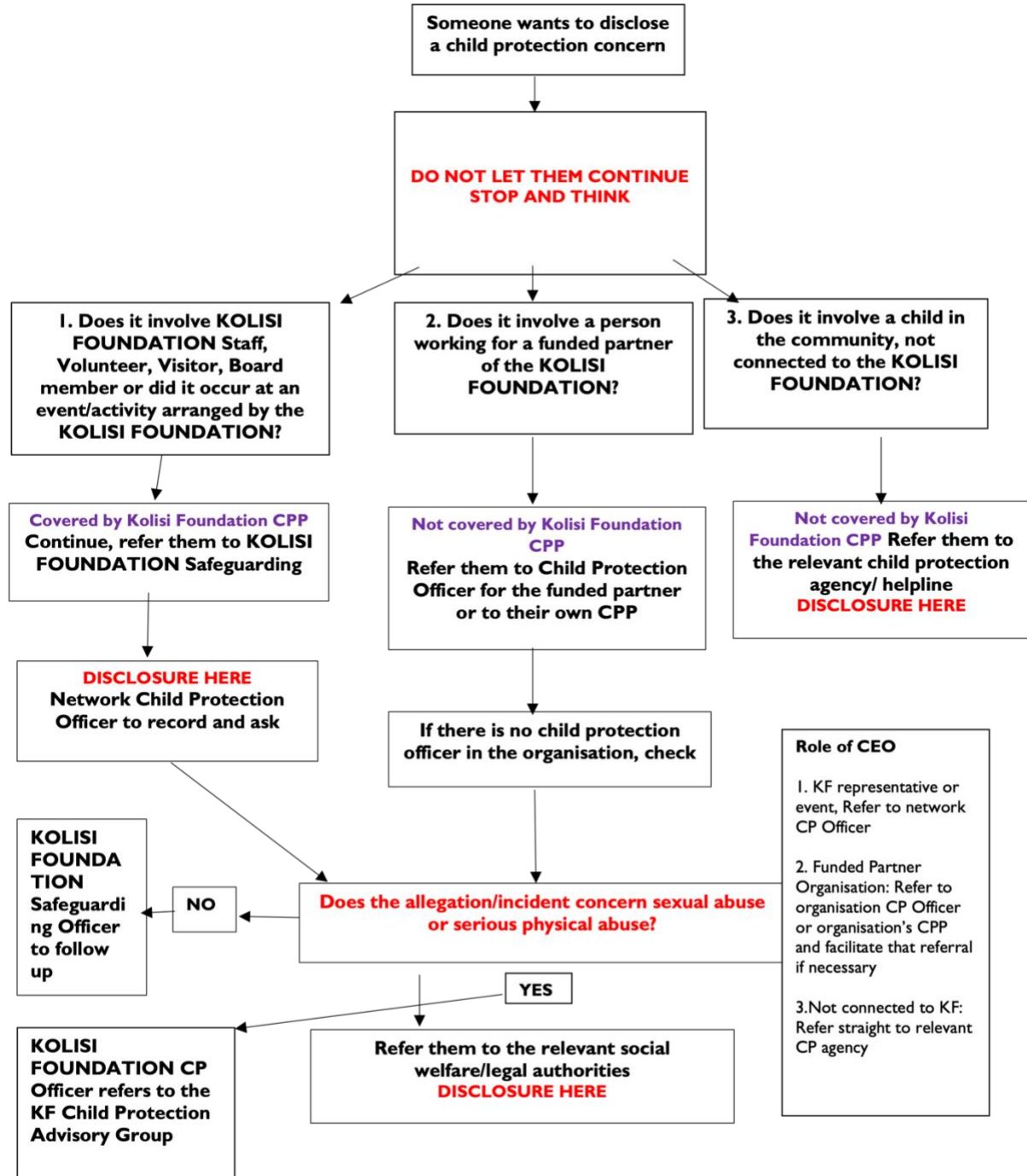
The procedure for responding to reports of concern is as follows:

- Concern arises or complaint made
- Concern recorded on the Reporting Form (Annexure E) and passed onto the CPO within 24 hours
- CPO passes concern onto CEO of the Kolisi Foundation within 24 hours
- CPO follows reporting pathways and considers
 - a. Does report need to be made to statutory authorities?
 - b. Liaise with appropriate internal personnel staff or external parties as required
 - c. Decide further responses
 - d. Seek further clarification about next steps and whether parent/carers or others need informing

9.4 Responsibilities of CPO

- 9.4.1 The CPO will be guided by the Reporting Pathways, below, above in determining how to respond.
- 9.4.2 Any CPO, who becomes aware of any harm to a child, which is either non-accidental or as a result of negligence, and whether the CPO receives the information directly or indirectly, must, within 24 hours of receiving the report, submit a report to Kolisi Foundation CEO.
- 9.4.3 If the CPO is of the opinion that disclosing the information to the CEO would adversely affect the well-being of the child or investigation, then the CPO must share the disclosure with The Guardian.

Reporting Pathways



9.5 If the allegation or incident involves a Staff member, Volunteer or Board member and is of serious physical abuse or sexual abuse:

9.5.1 The CPO will refer to the local FCS unit and social worker agency.

9.5.2 If an external investigation is not carried out, an internal investigation will be

carried out by the CPO.

9.6 If the allegation or incident involves a Staff member, Volunteer or Board member and is breach of the code of conduct (about how to behave with children) but does not involve serious physical or sexual abuse:

9.6.1 An internal investigation will be carried out by the CPO.

9.7 If the allegation or incident occurs at an event organised by Kolisi Foundation:

9.7.1 If the case is serious sexual or physical abuse, the CPO will refer to the relevant authorities. If not, the case will be followed up in the following way by the CPO.

9.7.2 If the allegation or incident of serious physical abuse or sexual abuse of a child concerns someone working in a Partner organisation:

9.7.2.1 Refer to the organisation's CPO.

9.7.2.2 If no CPO is in place in the organisation, refer to the local legal and social welfare agency.

9.7.3 If the allegation or incident concerns someone working in a partner organisation and is a breach of the code of conduct but does not involve serious physical or sexual abuse:

9.7.3.1 Refer to the organisation's CPO.

9.7.3.2 If the organisation does not have a CPO, report it to the board of that organisation

9.7.4 If the allegation or incident concerns a child in the community who is not connected to Kolisi Foundation or one of its partner organisations:

9.7.4.1 Refer the case to: Safeline or the local child protection agency

10. Media Policy

Purpose

The purpose of this policy is to first and foremost ensure that all children are protected from exposure through media. The child's right to privacy must also be protected.

Policy

Anyone interested in conducting any type of media interview (e.g., documentary film, drama workshop, interview etc.) in which children affiliated to Kolisi Foundation are involved, must:

10.1 Complete the Child photography or videography consent form (Annexure D)

10.2 If interview and/or photography, videography/live stream is of 5 children or less then the parents of those children must also consent.

10.3 If the child is over 12 the child must also consent.

The following methods of data collection are prohibited for all interviews:

- Asking direct questions to the children concerning their home or family life.
- Journalists may not ask questions of under 18 learners of a personal nature such as information about the child’s financial status, home situation and or personal relationships.
- Questions, such as but not limited to, the below are forbidden:
 - Tell me where you live?
 - What grade are you in?
 - Do you have a boyfriend/girlfriend?
- Questions along these lines by a stranger can be an extremely traumatic experience for the child and it is almost impossible for the child to protect him or herself against such invasion of privacy. Furthermore, as stated by the Children’s Rights Centre: “Children will always have raised expectations of help from adults to whom they tell their stories, as a relationship of trust has been built”.
- Every child must be informed beforehand of their right to not answer any questions that they are uncomfortable with.
- Also note that if a child has been through any Children’s Court proceedings or is a Ward of the Court, no pictures are legally allowed to be taken of the child.
- Visiting the home of a child.
 - No one will be allowed to visit the home of a child unless explicit permission is given by the parent, caregiver, and/or adult over the age of 18, who lives with the child. The rule of 2, stating that an adult should never be alone with a child, is also best practice in home visits when permission has been given.

11. Further Development of Policy

The Kolisi Foundation is in process of further strengthening and expanding this Child Protection Policy to encompass a more comprehensive Safeguarding Policy. To this end, the Kolisi Foundation has contracted with The Guardian, a leader in the field of child protection in South Africa, for all child protection checks, drafting of our safeguarding policy, declarations of good standing, and other CP support.

Furthermore, we have identified the following development tasks and targets.

ACTION PLAN TO STRENGTHEN AND EXPAND CHILD PROTECTION POLICY

| Item | Status | Target Dates |
|--|-------------|----------------|
| Contract The Guardian as Safeguarding Partner to help develop Safeguarding Policies | Complete | |
| Appoint CPO | Complete | |
| Appoint Designated Safeguarding Officers | | October 2023 |
| Train Designated Safeguarding Officers Child Protection Advisory Group in place | | February 2024 |
| Establish Child Protection Advisory Group | | February 2024 |
| Training on Interim Child Protection policy for all people involved with Kolisi Foundation | | October 2023 |
| Induction on Child Protection Policy for Kolisi Foundation Staff | In Progress | |
| Code of conduct signed by visitors/donors visiting Kolisi Foundation and/or it's projects, programmes or partners on behalf of Kolisi Foundation | | November 2023 |
| Risk Assessments undertaken for Kolisi Foundation events and activities | In Progress | |
| Comprehensive Safeguarding Policy developed | | September 2023 |
| Safeguarding standards - criteria for partners developed | | February 2024 |
| Reference Checks for all employees | Complete | |
| Institution of Criminal Check, Sexual Offenders Check, and Child Protection Register Checks for Board, Employees, and key service providers (photographers and videographers, project consultants) | Complete | |

| | | |
|--|-------------|----------------|
| ID Verification and Highest Qualification checks for all Employees | Complete | |
| Signing of Declarations of Good Standing by all employees, board members and key service providers. | In Progress | August 31 2023 |
| All our implementing partners with whom we have MOUs for joint project delivery are required to have child protection policies in place. | Complete | |
| All our other implementing partners are required to have child protection policies. If they do not, we work with them to get these in place. | In Progress | |

Annexure A: Declaration of Good Standing

Reason for Declaration of Good Standing

Anyone affiliated to Kolisi Foundation, whether employed, working as an official volunteer or as a contractor, accepts that they are in a position of trust and are respected for their integrity, honesty, and commitment to a Code of Conduct/Policy Document and Code of Ethics.

Declaration of Good Standing

I acknowledge that to be a person in good standing in all aspects of Kolisi Foundation, I must be of good character. I further warrant that my answers to the below questions are true and complete:

| Question | Yes | No |
|---|-----|----|
| Have you ever been found to have breached (including for misconduct or incompetence) any rule or policy, which was in place in an organisation, school, club, place of worship or any place where children are present or congregate, which was in place to safeguard children or young adults? | | |
| Have you ever been accused of a criminal offence for which you have not yet been found not guilty?? | | |
| Have you ever left any school, organisation, sports club, place of worship or any place where children congregate or are present because there was an active, or potential for an active, investigation into any misconduct against any child, athlete or staff member, vulnerable person or otherwise? | | |

If the answer to any of the above four questions is “yes”, please provide details of the breach/violation/conviction(s) below

| Date | Organisation | Breach / violation / conviction | Explanation |
|------|--------------|---------------------------------|-------------|
| | | | |
| | | | |
| | | | |

By answering “no” to all the above questions, I hereby certify that I am of good standing with all organisations that I have come into contact with. I further warrant that I know of no circumstances whatsoever that would call into question my fitness

to be a member in good standing with Kolisi Foundation.

I declare that the information in this declaration is true to the best of my knowledge and there is no information that I am aware of that may undermine my good character.

I also acknowledge that by making this declaration I understand Kolisi Foundation Policy Manual and agree to be bound by its terms. I understand that failure to comply with the Kolisi Foundation Safeguarding Policies may result in disciplinary sanctions or, in extreme cases, expulsion from Kolisi Foundation.

I understand that a false statement or misrepresentation may disqualify my existing employment.

Name Designation

Signature Date

Annexure B: Code of Conduct for Representatives

Directors, Staff and Volunteers representing Kolisi Foundation

All Kolisi Foundation representatives must be transparent and accountable with other workers about their choices and actions concerning their direct work with children whilst representing Kolisi Foundation.

All those representing Kolisi Foundation must avoid acting or behaving in ways that could:

- a) Be construed as poor practice.
- b) Put a child at risk of abuse.
- c) Be potentially abusive.

To protect children and Kolisi Foundation representatives, the following Behaviour Protocol guidelines are given to protect children from abuse and representatives from false accusation.

All representatives of Kolisi Foundation should:

- Avoid questionable behaviours, which could be misconstrued.
- Be visible to other adults when talking with children.
- Be aware that children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Touch should be age-appropriate and generally initiated by the child, rather than the Kolisi Foundation representative.
- Respect each child's boundaries and their right to privacy and help children to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is a problem.
- Create and maintain an open culture in which any issues or concerns can be discussed.
- Be accountable to each other so that any potentially abusive behaviour can be challenged.
- Develop a culture where children can talk about their contacts with Kolisi Foundation representatives and others openly.

It is not appropriate to:

- Spend time alone with children.

- Invite children to the place where you are staying, especially where they will be alone with you.
- Use children labour or employ children as domestic servants.
- Befriend children on Facebook or social media sites.

All representatives of Kolisi Foundation must never:

- Act in ways that may abuse a child or may place a child at risk of abuse.
- Hit or otherwise assault or physically abuse children or discipline a child in a way that is against the Convention on the Rights of the Child. (A general guideline is no physical punishment, hitting, slapping, spanking and no verbal abuse such as shouting, swearing or use of demeaning language).
- Have a child or children with whom they are working to stay overnight at their home unsupervised unless authorised by the child’s primary carers (e.g., parent or guardian) and with the agreement of a senior member of staff.
- Sleep in the same room or bed as a child with whom they are working.
- Touch children in a manner, which is inappropriate. A general guideline is not to touch children inappropriately in areas that would normally be covered by shorts and t-shirt, but also includes kissing and tickling in an inappropriate way.
- Engage in physical activity that is sexually provocative, inappropriate, offensive, or exploitative or could be construed as assault or abuse.
- Develop physical or sexual relationships with children, or relationships that could be deemed in any way exploitative or abusive.
- Expose children to inappropriate materials such as pornographic videos and literature.
- Use language, make suggestions, or offer advice, which is inappropriate, flirtatious, offensive, or abusive.
- Do things for children of a personal nature that the children can do for themselves.
- Excuse, or participate in, behaviour of children, which is illegal, unsafe, or abusive.
- Act in ways intended to shame or humiliate.
- Discriminate against, show different treatment to, or favour children while excluding others.

All Kolisi Foundation representatives must sign a statement to say that they have read and will abide by this Behaviour Protocol and understand that disciplinary action will be taken in cases of inappropriate behaviour.

Supervision of Visits to Kolisi Foundation NPC Properties, Programmes and Projects

Kolisi Foundation representatives will occasionally be asked to supervise visits to projects from donors, church groups, volunteers and media. All representatives supervising visits should ensure that visitors read and sign a copy of the Code of Conduct for Visitors and that it is read and signed.

Kolisi Foundation representatives supervising visits to projects are obliged to

- Ensure that visitors are briefed on code of conduct and child protection issues.
- Ensure all staff, short-term volunteers and donors visiting programme sites have signed a statement to say that they have read the code of conduct will respect it and understand that action will be taken in cases of inappropriate behaviour.
- Ensure that visitors will not be left unsupervised.
- Be aware of situations that may present risks with regards to child protection and manage them, accordingly, minimizing risks as far as possible.
- Ensure that visitors are not left alone with children without another adult being in sight.
- Ensure that visitors do not initiate inappropriate physical contact with children.
- Monitor the number of photographs taken of children ensuring that photographers always respect the dignity of the child.
- Create and maintain an open culture in which any issues or concerns can be discussed.
- Challenge any potentially abusive behaviour and report it.
- Develop a culture where children can talk about their contacts with Kolisi Foundation representatives and others openly

Name Designation

Signature Date

To be printed off and filed in each representative's file

Annexure D: Child photography or videography consent form

We would be grateful if you would fill in this form to give us permission to take photos / video of your child and use these in our printed and online Kolisi Foundation platforms.

I(name and surname) give permission to take photographs and / or video of my child.

I(name and surname) grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity, or other purposes to help achieve the organisations' aims.

This might include (but is not limited to), the right to use them in their printed and online publications, social media, press releases and funding applications.

Name of child:

Name & Surname of parent /guardian:

Date & Place:

Signature of parent / guardian:

Photographer / Videographer (Name & Surname):

**We treat the use of images with the utmost respect. However, the signee may revoke this authorization at any time by notifying info@kolisifoundation.org in writing. Images will be stored in a secure location and only authorized staff will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.*

Annexure E: Reporting Form (Confidential)

| |
|-------------------------|
| 1. Staff Member Details |
| Name: |
| Contact number: |
| Date: |
| Time: |
| Position: |

| |
|--|
| 2. Child's Details (include as much information as possible) |
| Name: |
| Contact number: |
| Date of birth: |
| School: |
| Address: |
| Grade and Teacher: |

3. Details of incident (Please include suspicions, allegations, what has been said, giving details of times, dates & child's emotional state, what the child has said in response to the suspicions/concerns.) (Make clear distinction between what is fact, opinion or hearsay)

4. Action taken (please include dates)

Name

Designation

Signature

Date