

Child Protection Policy

POLICY, PROCESS AND FORMS

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INTRODUCTION

PURPOSE

- To promote a positive environment where children would thrive in across Common Good initiatives.
- To reduce risks that could result in harm to children across Common Good initiatives.

DEFINITIONS

Child

- A person under the age of 18.

Abuse

- Sexual abuse, or allowing children to be sexually abused
- Exposing a child to any pornographic material
- Bullying and emotional abuse (causing harm by name calling, threats, intimidation, isolations, ridicule etc. This can also happen on social media)
- Harassment (unwelcome conduct and contact through physical contact, following or stalking, unwelcome comments)
- Neglect (being deprived of essentials – food, clothing, shelter, hygiene, education, supervision, attachment to and affection from adults, medical care etc.)
- Exploitation of a child
- Exposing or subjecting a child to psychological abuse
- Exposing a child to behavior that may seriously harm their physical, mental, psychological wellbeing.
- Physical abuse (intentional or reckless act causing physical harm to a child)
- Spiritual abuse (using position of influence and power to dominate and manipulate, using Christian terminology to justify unacceptable behavior)

Exploitation

- In relation to a child: Sexual exploitation, servitude, forced labour or services, all forms of slavery or practices similar to slavery including debt bondage and forced marriage.

Initiative/ministry

- A programme which is run either by a Common Good staff member or volunteer usually within a school or on school premises.
- All initiatives/ministries referred to in this document involve the volunteers working with children in various capacities.

Volunteer

- A person (adult or minor) who volunteers their time and energy in one of the Common Good initiatives on a regular basis and without being paid for their services.

CONTEXT

This policy applies to

- Once-off volunteers
- Regular volunteers
- Sites at which Common Good initiatives take place
- Common Good staff

COMMON GOOD VIEW OF CHILDREN

- Children belong primarily to God, and therefore need to be nurtured, protected and treated as valuable and important members of society.
- Every child is unique, and should be related to accordingly.
- Children do not exist in isolation. They are part of a broader family and support network who should be respected, acknowledged and affirmed.
- Children should be praised and encouraged continually.

POLICY

It is Common Good's policy that we implement processes and procedures that:

- i. Prevent harm that could occur through risk identification and management, and implementing procedures that reduce the possibility for harm.
- ii. Promote an environment across all initiatives in which children feel safe, secure, loved and encouraged.
- iii. Honour the child as a unique individual with rights.
- iv. Mitigate any incidents, communications or events that could be harmful to children physically, mentally, sexually or emotionally.
- v. Maintain accountability of volunteers through effective training, reporting and communication.
- vi. Appropriately screen volunteers and staff members.
- vii. Implement the protection of children as stipulated by the Children's Act.

PROCEDURE

The procedure expounds and describes the above policy and informs how the policy should be implemented.

i. Prevent harm by managing risks through implementing the following rules and procedures

1. Children should be supervised at all times.
2. A child should never be left alone or out of sight with one adult, whether on a site or in a car. This includes being behind closed doors, and obscured from the view of others. If a volunteer or staff member finds they are alone with a child, another adult should be asked to accompany them immediately or be brought into view.
3. Children who need to be accompanied to the bathroom should be accompanied by a female volunteer. She should check if anyone is in the bathroom before the child enters, and wait for them in a place where she can see if anyone else enters or exits the bathroom. If a small child needs assistance in the bathroom then they should be accompanied by two adults.
4. Volunteers must avoid physical contact with a child in private. Any physical contact should be carefully considered, ensuring that it is not inappropriate. Inappropriate physical contact would include, but not be limited to, long hugs, sitting on laps, 'bum taps', back rubs, and holding hands (unless with younger children to keep them safe). Appropriate physical contact would include, but not be limited to, high-fives, brief sideways hugs, handshakes, hand on the shoulder, pat on the shoulder. Any physical contact with a child should be:
 - In public
 - Appropriate to the age of the child
 - Related to the child's need
 - Generally, initiated by the child
5. No volunteer or Common Good staff member may offer any medication to a child.
6. No volunteer or Common Good staff member may shout at a child, or raise their voice inappropriately.
7. Volunteers must never resort to physical punishment of any kind, such as hitting, shoving, pinching or shaking a child. Volunteers must learn and be equipped how to discipline and control children in a positive manner. Our heart behind discipline should be restorative and aim to move the minor holistically forward. Volunteers must never insult, belittle or manipulate a child.
8. No volunteer may acquire the personal details of a child, such as their address or contact number, without the full knowledge of the parents and them giving their consent.
9. No volunteer may make contact with a child over social media (including but not limited to, WhatsApp, Facebook, Instagram and Snapchat). In order to prevent children from inviting volunteers to be their 'friends' on such social media platforms, it is best practice for volunteers to not share their surname with children.
10. Ministry leaders need to draft a consent form for all parents/guardians to sign in order for their child to participate in the activity of the ministry. This is specifically important if the children will be transported to an off-site initiative such as an outing. Consent from the guardian should be based on full disclosure of the details of the activity their child is participating in.
11. No child may participate in Common Good initiatives without consent from a guardian. If a child arrives at a meeting point to attend an off-site initiative such as an outing, they shall have to be left at the venue, since responsibility for the child is not in the hands of Common Good, or associated volunteers.

12. In the cases where parents or guardians do not return the signed consent form for an activity taking place at the child's school, a letter will be sent out to all parents or guardians informing them that a group of Common Good volunteers will be engaging with their children on a certain day and time. Should they have any problem with this or want to report any concerns, they should contact the school principal.

ii. *Promote an environment across all initiatives in which children feel safe, secure, loved and encouraged.*

1. The physical environment must be safe for the activities being run, and volunteers must be vigilant in ensuring that safety of the children is maintained for the duration of activities. For example, if some outdoor equipment is seen to be unsafe due to wet weather conditions, children should be stopped from playing on these.
2. No volunteer or Common Good staff member may use derogatory language towards a child, or make any comments that show disrespect or insensitivity to their race, culture, physical or mental ability, or socio-economic status. All language towards children must be encouraging, so calling a child a 'silly billy' for example - even in jest - is inappropriate.
3. Children should be given undivided attention, and sincerely listened to in order that they are assured that genuine interest is being taken in them.
4. Volunteers must avoid engaging in rough, physical or sexually provocative games, especially with children of the opposite sex. In the same way, do not allow children or young people to engage in games or horseplay which could be misconstrued by other children or young people.
5. Volunteers must never make sexually suggestive or provocative comments about or to a child/ren, even if it is only in jest. Do not joke inappropriately with other leaders in front of a child/ren. In the same vein, never condone children to use inappropriate language while they are under your care.
6. Children need discipline and boundaries set in a secure and loving environment. They must know exactly what is expected of them, and these boundaries should be maintained consistently. The goal of discipline is to provide guidance to the child in order that they learn right from wrong, respect the rights of others and know what is acceptable or unacceptable behaviour. Therefore, discipline is not only the correction of negative or unacceptable behaviour, but also the rewarding and praising of positive and acceptable behaviour.

Guidelines for maintaining discipline:

- Ensure that children know exactly what is expected of them.
- Define boundaries clearly, and ensure they are maintained consistently.
- Be well-prepared.
- Keep things moving, responding to the needs of the children. (Eg. If children are getting restless, re-engage them with a quick game or rhyme, such as 'do this, do that')
- Maximise space and be strategic in the seating or positioning of children (Eg. If you know a certain child will struggle to sit still for a session, position them close to you, and try to keep them engaged).
- Be sensitive to the moods of the children, and any incidents that may have contributed to these during the day.
- Use a firm but gentle voice to address unacceptable behaviour.
- If the child is not responding, remove them from the activity.
- Focus your comments on the behaviour you want to see, rather than the behaviour that you don't want to see.
- Don't use wording or a tone of voice that could shame or frighten the child.
- Don't use sarcasm or make patronising comments.

- Use appropriate touch, as mentioned above in (i.4), in affirming ways.

iii. *Honour the child as a unique individual with rights*

1. Any information entrusted to a volunteer by a child, should be handled correctly and not shared in a sensationalised or undignifying manner. Volunteers must report what is necessary and debrief responsibly if required.
2. The rules for confidentiality at the initiative through which you volunteer should be respected, and information shared or held as stipulated.
3. Photographs cannot be taken of any child without getting written consent from their parents/guardians or the organisation they are linked with. See the 'Forms' section of this document for the 'Parental consent to photography' form.
4. If photographs have been taken of any children, these must not be posted on any website, or social media platforms, in keeping with the Children's Act. Only photos where the identity of the child is unrecognizable may be posted on the above mentioned platforms.
5. Photographs published on Common Good communication platforms are only done with consent from the guardians of the children pictured, and in a way that is dignifying and does not attach the child to a stigma they have no control over, or may not fully understand.

iv. *Mitigate any incidents, communications or events that could be harmful to children physically, mentally, sexually or emotionally.*

1. Volunteers should be aware of the procedure for first aid at their particular initiative. (An initiative taking place at a school will most likely have a designated first aider on staff) If a serious injury or accident occurs, a medical doctor, as well as the relevant site liaison should be contacted immediately. The leader at the initiative is responsible for ensuring that themselves, or another volunteer can implement this procedure.
2. If there is no external person responsible for First Aid at the particular initiative then the leader needs to make sure that there is a designated first aider on the team of volunteers.
 - The leader and designated first aider need to make sure that they know where the first aid kit is in their venue, and if necessary use it within their ability. No medication can be dispensed without parental permission. If a serious injury or accident occurs, a medical doctor, as well as the parents/guardians, need to be contacted immediately.
 - With HIV/AIDS as a huge factor in our society, volunteers/staff must follow the principles of universal precaution, which is the assumption that in situations of potential exposure to HIV and Hepatitis, all persons are potentially infected and all blood and body fluids and excretions which could be stained or contaminated with blood (for example tears, saliva, mucus, phlegm, urine, vomit, faeces and pus) are therefore to be treated as potentially infectious.
 - All persons attending to blood spills, open wounds, sores, breaks in the skin, grazes, open skin lesions, body fluids and excretions should wear protective latex gloves to minimize the risk of HIV transmission. However, emergency treatment should not be delayed because gloves are not available. Unbroken plastic packets can be used on hands where latex or rubber gloves are not available.
 - If there is a biting or scratching incident where the skin is broken, the wound should be washed thoroughly with running water and disinfectant. Cleansing and washing of wounds should always be done with running water and not in containers of water. Where running tap water is not available containers should be used to pour water over the area to be cleansed. Blood splashes on the face (mucous membranes of eyes, nose or mouth) should be flushed with running water for at least three minutes.
 - If blood has contaminated a surface, that surface should be cleaned with fresh, clean bleach solution and the person responsible for this should wear latex gloves. Other body fluids and excretions that could

be stained or contaminated with blood (for instance tears, saliva, mucus, phlegm, urine, vomit, feces and pus) should be cleaned up in similar fashion.

- Blood-contaminated materials should be sealed in a plastic bag and disposed of in an appropriate manner.
- In the event of possible contact with HIV infected blood, the employee or church member should be referred to the local clinic, GP or pharmacy to receive appropriate treatment which may include a one-month course of ART (Antiretroviral drugs). Details of the nearest local contact should be kept at the church. The HIV status of any child is confidential. If you are aware that a child is HIV positive, this information is not to be shared with anyone, including other leaders. All body fluid spills should be treated as outlined above, alleviating the need to disclose a child's HIV status.
- Children should be instructed never to touch the blood, open wounds, sores, breaks in the skin, grazes and open skin lesions of others, nor to handle emergencies such as nosebleeds, cuts and scrapes of friends on their own. They should be taught to call for the assistance of an adult.

v. *Maintain accountability through effective training, reporting and communication*

1. Volunteers must attend the required training for the initiative through which they plan to volunteer.
2. Volunteers and Common Good staff must report in writing any suspicion or disclosure of abuse/neglect/exploitation of a child to their team leader and a member of the Just Church team whether it occurs within the context of the programme, or within the weekly rhythms of the child's life. The process for reporting abuse/neglect/exploitation of a child is laid out in the 'Process' section of this document.
3. Volunteers and Common Good staff need to be accountable to the leadership structure relevant to their programme, promptly reporting any concerning incidents or information that may be held against them to the relevant parties.
4. Any unusual behaviour, comments or incidents should be recorded according to the relevant procedure laid out in the 'Process' section of this document.

vi. *Appropriately screen volunteers and staff members who work with children*

1. All volunteers and staff members who are in contact with children must be screened in two ways: eldership and police clearance. The process for screening volunteers and staff is laid out within the 'Process' section of this document.
2. All volunteers are screened through a police clearance and by the Common Ground Church eldership to ensure that those coming into contact with children have been screened by someone who is not their team leader. If a volunteer is not part of Common Ground Church then they will be required to submit a reference from their church leader, mentor or employer. The reason behind the two part screening process is in order for all the bases to be covered. There may not be a criminal record that appears on a volunteer or staff member's police clearance however due to personal/other circumstances or history the eldership team may not feel that they would be suitable to work with children.

PROCESS

VOLUNTEER AND STAFF SCREENING

The Volunteer screening process includes the following elements:

1. All Common Good volunteers working with children and staff will be required to go through the screening process. Even though many of the Common Good staff will not be working with children they are still required to be screened, as it displays a high level of transparency and intent on doing everything the organization can to protect the children within their care. It is routine for all staff and volunteers to be screened in order for no one to feel as though they are being singled out when asked to be screened. All new volunteers will be informed by the ministry leader of the initiative they wish to join that they will be required to read the Common Good Child Protection Policy the Volunteer Code of Conduct, complete an application form, police clearance, and a Form 30.
2. Police clearance will be done by fingerprints being scanned by the appropriately trained Common Good or Common Ground staff member. At the same time the volunteer/staff member will be required to complete the application form and Form 30 after reading the Child Protection Policy and Code of Conduct. The scanners will be made available at certain times and venues in a way that allows ease of access. The relevant information will be submitted to 'Fides' who will supply an initial report within 2-3 days. If the police clearance reveals no arrests or warrants, then the volunteer/staff member is free to volunteer.
3. Should there be an issue on the report, it will take longer for the full report to return. In this case, the volunteer/staff member will not be allowed to volunteer with children until the report returns.
4. The Form 30 will be submitted as part of the screening process required by the Children's Act. A Form 29 will be submitted for the Common Good Staff instead of the Form 30 as required by the Children's Act. The Form 29 and 30 is submitted to the Director- General of the Department of Social Development to inquire whether that individual's name appears on Part B of the National Child Protection Register. Those whose names appear on this register have been found guilty of crimes against children and have been deemed unsuitable to work with children. Should the inquiry report return with a volunteer or staff member's name appearing on Part B of the National Child Protection Register, this person will be asked to step down from working with children.
5. Fingerprints will be resubmitted on an annual basis per volunteer/staff member.
6. Common Ground elders will review the list of active volunteers and staff involved in children's programmes and highlight any individuals who should not be working with children. This will be done annually.
7. If the person is not a Common Grounder or the elders do not feel informed sufficiently to make comments on individuals, one of the references supplied on the application form must be contacted.
8. Records of these screenings will be kept on site in a secure facility.
9. Potential volunteers are allowed to continue to serve in the programme between their first visit and their fingerprints being taken as long as they have read the Child Protection Policy and Code of Conduct, completed the application form and a Form 30. If, in the opinion of the ministry leader, reasonable access to the fingerprint scanner has been offered and a potential volunteer has not made use of it and wants to continue serving, the volunteer may be refused entry to a programme until such time as the screening process is complete.
10. In the case of once off volunteer mission trips from another country volunteering for a fixed period of time at one of the initiatives the following will apply to their screening: They will be required to complete a police clearance in their own country before they leave for South Africa. They will be required to complete the application form and submit the required references through the same process as the Common Good staff and volunteers.

REPORTING SUSPECTED CHILD ABUSE/NEGLECT/EXPLOITATION OUTSIDE OF INITIATIVE CONTEXT

We are required, by law, to report any child/ren we suspect are suffering abuse/neglect/exploitation in any way. In the case of any volunteers becoming concerned of the potential abuse/neglect/exploitation of a child happening outside of the initiative environment, the following process must be followed:

If a child shares information with you about a potentially abusive situation, don't react with obvious shock. Reassure the child that they have the right to be safe and that they have done the right thing by speaking to you. Don't ask detailed questions, only ask open-ended questions, such as "can you tell more about what happened?" Don't promise them that you can keep things a secret but promise them that you want them to be safe.

Do not speak to the parents about your concern if the concern could possibly be related to the parents or family in any way, as this may further endanger the child. Do not speak widely about your concern.

Write down exactly what the child said or what you have observed and what you are concerned may be happening. Sign and date the page and take it to the team leader.

In the instance where the initiative takes place within a school, the team leader must immediately contact the principal and evaluate the concern. They will then determine the next step, which may include:

1. Trying to gather more information from the child.
2. Reporting the case to the relevant child protection organization by completing a Form 22.
3. Reporting the case to the local SAPS office if the child is in immediate danger.
4. Involving a trained counsellor to formulate a plan of action.

Contact details for reporting abuse/neglect exploitation:

Organization:	Services:	Contact:
Childline South Africa	Crisis hotline and counselling service for children	080 005 5555
Lifeline	Crisis hotline and counselling service for adults.	021 762 8198
SAPS	If the child is in immediate danger call the Police.	10111
Badisa Wynberg	Child protection in following areas: Bergvliet; Bishopscourt; Claremont; Constantia; Dieprivier; Harfield; Kenilworth; Kirstenhof; Meadowridge; Mowbray; Newlands; Plumstead; Pollsmoor Estate; Retreat (mountainside); Rondebosch; Rosebank; Steurhof; Tokai; Westlake; Wynberg.	021 761 2671
ACVV Mitchells Plain	Child protection in Mitchells Plain, Strandfontein	021 392 4147
ACVV Cape Town	Child protection for following areas: Cape Town CBD; Woodstock; Salt River; Observatory; Green Point; Sea Point.	021 462 1060
Cape Town Child Welfare	Child protection for following areas: Athlone; Manenberg; Hanover Park; Khayelitsha; Lotus River; Ottery; Philippi; Pelican Park.	021 6383 127 021 6385 277
DSD Langa	Child protection for Langa	021 694 1860

REPORTING SUSPECTED CHILD ABUSE/EXPLOITATION OF A CHILD WITHIN A COMMON GOOD PROGRAMME

In the event that an incident of abuse/neglect/exploitation is alleged to have occurred during the initiatives or by one of the volunteers or Common Good staff members, the following procedure shall be lead by the ministry leader of the initiative.

The parent or guardian of the child, the initiative leader and Common Good leadership team must be informed immediately. In order to not break the child's confidentiality only the 'need to know' details are to be shared with those leading this process.

- The volunteer or staff member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave and/or stepped out of the volunteer team pending an investigation, and will be instructed to remain away from the premises and initiative events during the investigation. He or she will be instructed to have no contact with the alleged victim or with witnesses.
- All allegations of abuse should be immediately reported to the civil authorities for a thorough and independent investigation, and Common Good will comply with the state's requirements regarding mandatory reporting of abuse and the judicial process. Common Good will fully cooperate with the investigation of the incident by civil authorities.
- Common Good will designate a spokesperson to the media concerning incidents of abuse or misconduct. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of Common Good should refrain from speaking to the media.
- If appropriate, a pastoral visit (through the eldership) will be arranged for those who desire it, both for the alleged victim and alleged perpetrator. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
- Any person who is found guilty by law of the alleged abuse or misconduct will be removed from their position working with children.
- Common Good leadership (together with the civil authorities and professionals) will determine appropriate on going boundaries in response to the outcome of the investigation.

ADDENDUM FOR INITIATIVES TAKING PLACE OUTSIDE OF SCHOOL HOURS

This following applies to all initiatives which take place on a school premises but outside of normal school hours, either on a weekend or in school holidays. (ie. Super Saturday and Holiday club at Mokone Primary)

- A notice will be sent out to inform the parents/guardians of the initiative and the details. A consent form will form part of this notice where the parents/guardians will be required to fill in their names and contact details and sign the consent form. It will be requested on the notice that once completed this form is sent back to the school or initiative leader. This notice will be sent out through the school prior to the initiative. In the case of a Holiday club, which runs for 5 consecutive days, the notice with consent form will be sent out again on the first day of the Holiday club for the children whose forms had not been returned.
- A list of the parent's/guardian's details of the children who are invited to the initiative must be requested from the school prior to the initiative and to be held by the initiative leader for in case the parents/guardians need to be contacted and no consent form was returned to the initiative leader.
- At least one staff member from the school where the initiative is taking place must be present on the school grounds for the duration of the initiative.
- Two trained first aiders must be present at the initiative for the duration of the initiative.

FORMS

Below is the list of forms that are mentioned in the process above:

1. Common Good Volunteer Code of Conduct
2. Volunteer Application Form (with declaration) for volunteers
3. Form 29
4. Form 30
5. Parental consent form for photography

VOLUNTEER CODE OF CONDUCT

When working with children please adhere to the following rules:

1. The "Two Adult" rule.

- There must always be two adults present when supervising one or more children.
- You will always be working alongside other volunteers; however; it is good to take note of this rule in case a situation arises where you find yourself alone with a child.
- Children should never be left alone with visitors (volunteers visiting for the first time). Visitors should always be accompanied by, or kept in view by, at least one other volunteer.

2. **Never** give gifts, nor make promises to the children.

- By doing so, you are making yourself vulnerable to accusations of sexual abuse.
- Some Centre Managers or coordinators use praise slips which can be given to the children at the end of their session.

3. **Never** take photographs of the children.

- The Children's Act stipulates written consent should come from the child's guardian or parent prior to photographs being taken or published.

4. Be careful of the way you touch children.

- **Appropriate touch:** high fives, pat on the back or shoulders.
- **Inappropriate touch:** demanding/expecting hugs, slapping on the bottom, kissing etc.

5. When a child requires **discipline or guidance**.

- Use a firm but gentle voice to address the behaviour.
- Do not use words or a tone of voice that shames or frightens a child.
- Do not use sarcasm or scream at a child.
- Always talk about the child's **behaviour** rather than about them personally. Focus on the behaviour you want to see.
- Never make remarks that will discourage the child or make negative references about appearance, race, or gender.
- Give an **"I" message**: *"I feel sad that you tease Siphon when he makes a mistake. Teasing is unkind. Can you think of a kind way of behaving when he makes a mistake?"* If the matter persists you could move on to:
"I am not happy with the way you tease Siphon. I would like you to stop teasing or I will ask you to go back to class early and that would be a pity."
- Quickly **reinforce** the first signs of good behaviour.
- **Never** use **corporal** punishment or spanking of any kind.
- **Accompany** unresponsive children to the relevant coordinator/manager or staff person on duty.

6. Appropriate bathroom procedures for Grades 1 – 7.

- Children at school-age should be fully able to use bathroom facilities themselves without accompaniment. Merely grant the child permission.
- If for some reason you do accompany the child, wait outside the bathroom door after checking that no adults are already in the bathroom. If another adult is using the bathroom, wait until they have left before allowing the child to use the facilities. Wait for the child in a place where you can see if anyone enters or exits the facility.
- If it is a small child that needs help in the bathroom, make sure that two adults accompany the child, so as to be accountable to one another.

7. **Health and hygiene**

- Be aware that the health status of each person present at the Centre is undisclosed. Therefore, please take necessary precaution when volunteering - both when interacting with others and in the conduct of yourself.

8. **Incidents**

- If any incident occurs in which the child was hurt, upset or affected negatively in some way, please explain it to the coordinator or centre manager who will deal with it appropriately and may log it in an incident book. Please be as detailed as possible e.g. place and size of injury as well as care administered.

Length of time known:	Length of time known:
Cell number:	Cell number:
Email address:	Email address:

Background Information (to be completed by all)

In order to assure the health, safety and security of our children and leaders, we screen anyone wishing to serve in Common Good volunteer opportunities.

YES NO Have you ever been arrested/charged for, convicted of or pled guilty to a crime?

YES NO Have you ever engaged in or been accused/alleged to have committed any act of neglect, abuse, exploitation or molestation of any minor?

YES NO Do you know of any health (physical and/or mental) issues that might affect your work with minors?

If you have answered YES to any of the questions above, please provide details below:

Declaration (to be completed by all)

YES NO Do you declare that you have read the 'Common Good Child Protection Policy', and agree to serve within the limitations, guidelines and protocols outlined therein?

YES NO Do you declare that you have read the 'Common Good Volunteer Code of Conduct' and agree to serve within the rules outlined therein?

I, _____(full name), the under-signed, declare that the information I have provided in this document is correct to the best of my knowledge. I authorise Common Good to obtain information and opinions from the references provided as applicable. Furthermore, I authorise Common Good to obtain any further background information concerning my application/current position, including, but not limited to, a police clearance, and a clearance certificate from the National Child Protection Register.

Signed: _____ Date: _____

In the case of the applicant being a minor, the parent/guardian must sign below:

I, _____(full name), the under-signed, declare that the information provided in this document is correct to the best of my knowledge. I declare that, as far as I know, _____- _____(name of applicant) has never been involved in, or accused of any behaviour that could be harmful to children and that I know of no reason that would make him/her unsuitable or unfit to work with children within Common Good.

Parent/Guardian Signature: _____ ID number: _____

Date: _____

FORM 29

INQUIRY BY EMPLOYER TO ESTABLISH WHETHER PERSON'S NAME APPEARS IN PART B OF NATIONAL CHILD PROTECTION REGISTER

(Regulation 44)

[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]

TO: The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001

Dear Sir / Madam

In terms of section 126 of the Children's Act, 38 of 2005, I
(full names and surname) wish to inquire whether the name of a person in my employ or that I wish to employ appears in Part B of the National Child Protection Register. A certified copy of one of the following documents is attached as verification of my identity (mark with an "x"):

- birth certificate (only if not in possession of identity document or passport)
- identity document
- passport

In the event that his/her name is included in Part B of the Register, kindly furnish reason why this was done.

Please note that section 126 of the Act requires you to respond to this inquiry within 21 working days.

Name of business :

Physical address of business :

Postal address of business :

Telephone numbers of business :

Position held or to be held by person:

Personal details of person employed or to be employed.

Full names :

Surname :

Physical address :

Postal address :

Telephone number:

Alias or nickname :

ID number :

Passport number :

Yours sincerely

(Signature)

(Date)

FORM 30

FORM 30
INQUIRY BY PERSON TO ESTABLISH WHETHER HIS/HER NAME IS INCLUDED IN PART B OF
NATIONAL CHILD PROTECTION REGISTER
(Regulation 44)
[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]

TO: The Director-General
Department of Social Development
Private Bag X901
PRETORIA
0001

Dear Sir / Madam

In terms of section 126 of the Children's Act, 38 of 2005, I
..... (full names and surname) wish to inquire whether my name is
included in Part B of the National Child Protection Register. A certified copy of one of the
following documents is attached as verification of my identity (mark with an "x"):

- birth certificate (only if not in possession of identity document or passport)
- identity document
- passport

In the event that my name is included in Part B of the Register, kindly furnish reason why
this was done.

**Please note that section 126 of the Act requires you to respond to this inquiry within
21 working days.**

My personal details are:

Full names :
Surname :
Physical address :
Postal address :
Telephone numbers :

Yours sincerely

(Signature)

(Date)

PARENTAL CONSENT FOR PHOTOGRAPHY

Release Form for Common Good

Please read the statements below and sign to show you agree with them.

I declare that I am a natural person and I hereby:

Grant permission for photographs and video footage of me/my child to be used by Common Good.

Grant Common Good the right to use the photographs and video footage for all general purposes in relation to raising awareness for social justice. This may include any publicity materials, videos, website content, brochure, or articles.

Grant Common Good the right to use my story for all general purposes in relation to raising awareness for social justice. This may include any publicity materials, videos, website content, brochure, or articles; and confirm that my story has been represented accurately.

Name of natural person (please print name and surname):

.....

Address:.....

.....

Signature:.....

If the person is a minor, the signature of the parent or guardian of the said child is required:

Signature (Parent/Guardian):

Date:.....

Please note that Common Good will not disclose any of the photographed person's personal details, and that the person will be portrayed in a sensitive and positive manner.

Iphhepha Mvume lase Common Good

Nceda ufunde lengxelo ilapha ngezantsi wandule utyikitye ukubonakalisa ukuba uyavumelana nayo

Ndgiyagunyazisa ukuba ndingumntu wokwenyani ngoko ndi:

Ndinika ilungelo lokuba umfanekiso kunye nomboniso wam/owomntwana usetyenziswe yi Common Good.

Ndinika illungelo kwi Common

Good lokuba lisebenzise imifanekiso nemiboniso kuzo zonke iinjongo ngokugabalala ngokunxulumene nokwazisa ng e Social Justice. Oku kuyakuquka izixhobo zopapasho, imiboniso, okanye imbalelwano.

Ndinika I Common Good

I lungelo lokulokusebenzisa ibali lam kuzo zonke injongo ezinxulumene nokukwazisa nge Social Justice".

Oku kuquka izixhobo zopapasho, imiboniso okanye imbalelwano; kwaye ndiyaqinisekisa ukuba ibali lam livezwe nge ndlela elungileyo necacileyo.

Igama lomntu wokwenyani (ngokungadibanisi igama nefani):

.....

Idilesi:.....

.....

Tyikitya:.....

Ukuba umntu ngumntwana, utyikityo lomzali okanye umgadi womntwana lowo luyadingeka:

Tyikitya (Igama lomzali okanye umgcini):

.....

Umhla:.....

Qaphela uba I Common

Good ayinakuze iveze elubala neziphi na inkcukacha eziyimfihlo, kwaye umntu uyakuvezwa ngendlela ehloniphekile yo nentle.

Vrywaarings vorm vir Common Good:

Lees asseblief die verklaring hier onder en teken om te wys dat u saam stem.

Ek verklaar dat ek 'n egte/ gewone persoon is en hier by:

Gee ek toestemming vir foto en video opname van my/ my kind om gebruik te word deur Common Good. Ek gee Common Good toestemming om die fotos en die video opname vir alle algemene gebruike in verband met die oprug van bewus maaking vir sosiale geregtigheid te gebruik. Dit mag enige publiseitsmateriaal insluit soos, videos, webwerf inhoud, brosjures, of artikels. Ek gee Common Good toestemming om my storie te gebruik vir alle algemene doeleindes in verband met die oprug van bewus making vir sosiale geregtigheid. Dit mag enige publiseitsmateriaal insluit soos, videos, webwerf inhoud, brosjures, of artikels en verklaar dat my storie eg en waar is.

Volledige name van persoon (skryf in druk letters):

.....

Adres:.....

.....

Handtekening:.....

As die persoon onder die ouderdom van 18 is, word die handtekening van die ouer of voog van die kind vereis.

Handtekening(ouer/Voog):

.....

Datum:.....

Neem asseblief kennis dat Common

Good nie enige gefotografeerde persoon se persoonlike informasie sal openbaar nie en dat die persoon in 'n sensitiewe en positiewe manier uitgebeeld sal word.