

CHILD PROTECTION POLICY

Preamble

This Child Protection Policy is developed to ensure the highest standards of professional behaviour and personal practice to ensure no harm occurs in any situation to children and adolescents during their involvement in Nal'ibali activities, projects and programmes. It therefore includes measures regarding recruitment procedures, review of management structures, creation of space for children to speak out, staff training, development of transparent protocols, reporting procedures and actions following behaviour, which is not in compliance with the child protection standards.

Definitions

- Child

A child is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child (1989).

- Child Protection

Child protection is a broad term to describe philosophies, standards, guidelines and procedures to protect children from both intentional and unintentional harm. In the current context, it applies to Nal'ibali's duty to make sure that its staff, operations and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse, and that any concerns the organisation has about children's safety within the activities and programmes in which they work, are reported to the appropriate authorities.

- Direct contact with children

Being in the physical presence of a child/children in the context of Nal'ibali's work, whether contact is occasional or regular, short or long-term. This could involve attending meetings and conferences at which children are present or working with child volunteers.

- Indirect contact with children

Having access to information on children in the context of Nal'ibali's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies.

The rights of the child

The rights and responsibilities of the child are:

- I have a right to learn.
- I have a right to have fun.
- I have the right not to be hurt.
- I have the right to be protected from physical, sexual and emotional harm.
- I have the right to speak and to be taken seriously.
- I have the right to be treated equally no matter my race, gender, language or religion and I have the responsibility to treat others equally.
- I have the right to privacy and the responsibility to respect the privacy of others.

- I have the right to be protected from cigarettes, alcohol and drugs.
- I have the right to proper care.

Our understanding of child abuse and exploitation includes, but it's not limited to:

1. Physical abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a child harmful drugs or alcohol.

2. Emotional abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth.

3. Neglect

This is when a child's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

4. Sexual abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse.

NOTE:

Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally. They can negatively affect children's physical, cognitive, emotional, and social development, resulting in aggressiveness, anxiousness, the inability to control emotions, depression, and learning difficulties, among other problems.

A child who is being abused may experience more than one type of cruelty. Discrimination, harassment, and bullying are also abusive and can harm a child, physically and emotionally.

The scope of a child protection policy

Nal'ibali's child protection policy applies to:

- All staff; Management, Board members; interns and volunteers
- All those acting on behalf of Nal'ibali, such as members, consultants or trainers
- All those adults accompanying children to events and activities organised by Nal'ibali
- All those who participate in Nal'ibali events and meetings involving children, including journalists, sponsors, donors, policy makers, etc.

All the individuals cited above will be expected to read Nal'ibali's Child Protection Policy and sign a commitment to adhere to its principles and procedures (see page 12)

Nal'ibali's child protection policy with respect to members and external partners

Any external partner which cooperates with Nal'ibali in the organisation of events involving children will be asked to provide evidence of their own child protection policy, or to sign up to that of Nal'ibali.

Risk Assessments and Safe Programme Design

Nal'ibali is committed to designing and delivering programmes that are safe for children. Risk assessments are therefore conducted when designing our projects and activities and safety strategies developed accordingly.

Risk mitigation strategies will be developed, which minimize the risks to children and will be incorporated into the design, delivery and evaluation of programmes, operations and activities which involve or impact upon children.

Nal'ibali's Child Protection Policy

This Policy is developed to ensure the highest standards of professional behavior and personal practice to ensure no harm occurs in any situation to children during their involvement in any Nal'ibali activities or projects.

Staff and Personnel

Recruitment and appointment process:

- Staff, volunteers, interns and consultants are recruited to clear job or role descriptions that include a statement on the position or role's responsibilities to meet the requirements of Nal'ibali's child protection policy.
- All recruitment interviews should include a discussion on child safeguarding and protection, the candidate's understanding of this and Nal'ibali's commitment.
- Adherence to Nal'ibali's Child Protection Policy are part of Nal'ibali employment contracts and service agreements.
- Signing a personal declaration stating any criminal convictions, including spent convictions. Nal'ibali job application/MIE forms include a question asking for consent to gain information on a person's past convictions/pending disciplinary proceedings.
- Satisfactory clearance through a police check conducted by the responsible authorities of the country of origin/birth. This includes a check against the National Child Protection Register.

Training and Education

Education and training are essential to implement the Child Protection Policy. This includes:

1. At the beginning of the induction period (within 3 weeks of taking up the position) of staff/volunteers/interns/Management, Board members they will receive an introduction to Nal'ibali's Child Protection Policy and procedures from HR. This will include training on behavior guidelines for those in direct contact with children, and guidance on the acceptable and

unacceptable sharing of information on children. Training will also allow staff to be able to identify sources of support for children and their families.

2. Child Safeguarding Training will be given to all staff, volunteers and interns, appropriate to their roles and responsibilities.

Management

Child Protection Focal Person will be responsible for:

- Promoting awareness and implementation of the Child Protection Policy throughout the organisation.
- Monitoring implementation of the Policy and reporting on developments at Team meetings and for the Leadership Team.
- The development of child protection training resources required in collaboration with the Master Trainer.
- Maintaining knowledge of best practices and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues.

The name and contact details of Child Protection Focal Person will clearly be displayed in the Nal'ibali office and new staff will be made aware of the role.

The disclosure of personal information of children, including legal cases, will be limited to those employees, interns, volunteers, Management and Board members who need to know. The Leadership Team will have the overall responsibility to oversee and ensure the Policy's implementation.

Code of Conduct

Nal'ibali is committed to protecting children from abuse and exploitation. It will take all necessary actions to prevent and/or respond to children in such situations. Nal'ibali will respond to all reports of actual or alleged abuses based on its Child Protection Policy, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where they are from.

This Code of Conduct includes guidance on ethical and proper standards of behavior of adults towards children, and also of children towards other children. It has been developed with the best interests of the child as the primary consideration and should be interpreted in a spirit of transparency and common sense. Nal'ibali aims for everyone, children and adults, to participate in a safe environment while participating in Nal'ibali's work and activities.

DO:

- Be aware and understand what constitutes child abuse and exploitation (included in the Child Protection Policy).
- Know the signs of abuse and report any suspicious observations immediately to the Child Protection Focal Person.
- Ensure that you know who the Child Protection Focal Person at Nal'ibali is.
- Set Appropriate Boundaries with Children
- Respect lines of authority and reporting procedures.
- Respect the basic rights of others by facing fairly, honestly, and tactfully, and by treating people with dignity and respect.
- Treat all children equally: be inclusive and involve all children without discrimination.

- Maintain high standards of personal and professional conduct both personally and in others.
- Protect the health, safety and well-being of yourself, children and others.
- Be aware of high-risk peer situations (e.g. unsupervised mixing of older and younger children and possibilities of discrimination against minors i.e. peer abuse)
- As far as possible be visible when working with children (e.g.: do not close the door with a child or group of children).
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially inappropriate behaviour does not go unchallenged.
- Empower children – discuss their rights with them, what is acceptable and unacceptable and what they can do if there is a problem.
- Be concerned about the way in which your language, actions, and relationships with children could be perceived.
- Develop special measures/supervision to protect younger and especially vulnerable children from peer and adult abuse.
- Provide an enabling environment for children’s personal, physical, social, emotional, moral and intellectual development.
- Encourage and respect children’s voices and views.
- Limit access to and/or not expose children to any inappropriate electronic material.
- At all times respect the confidentiality of children’s personal information.
- Obtain written consent from the child and parent/carer when photographing, filming or requesting personal information for activities (*see pg.20*).
- Ensure that there is a minimum of two staff members present in meetings with children (to allow one to go out to deal with any immediate needs of children).
- Ensure that when children with disabilities participate that all buildings are fully accessible for them.
- Precise information on specific equipment used by the disabled child needs to be obtained prior to the event to ensure its accessibility to all buildings and meeting spaces.
- Accompanying adults should not be younger than 21 years old, unless in exceptional circumstances and agreed in advance.
- When participants are invited to stay overnight, room sharing arrangements are agreed in advance and with consent of the parents/guardians and children.
- Report and Respond Immediately to Any Suspected Case of Child Abuse.

DON'T:

- Spend excessive time alone with a child / children away from others.
- Avoid any action or behavior that could be construed as poor practice or potentially abusive. For example, never behave in an inappropriate or sexually provocative manner.
- Take a child / children to your home where they will be alone with you for no particular reason.
- Never have a child stay overnight in the adult’s room or sleep in the same bed (unless prior consent is provided by both the child and his/her parent/guardian).
- Do not perform activities for children that they can do themselves, including dressing, bathing and grooming.
- Do not use language, make suggestions or offer advice that is inappropriate, offensive or abusive (e.g.: swearing at a child).

- Do not discriminate, shame, humiliate, belittle, or degrade children. This includes anything that may be considered emotional abuse (e.g. use language that will mentally or emotionally abuse a child or tell a story/show pictures that will mentally or emotionally abuse a child).
- Do not hit or otherwise physically assault participants.
- Do not act in any way that may be abusive or place others at risk of abuse.
- Do not condone violations of this code by others – staff, interns, consultants, etc.
- Do not be alone with a child in any circumstances that might be questioned by others
- Do not allow children to engage in sexually provocative games with each other.
- Do not act or dress in a manner that is inappropriate or sexually provocative.
- Do not kiss, hug, fondle, rub, or touch a child in an inappropriate or culturally insensitive way (e.g. do not initiate physical contact, such as holding hands, unless initiated by the child)
- Do not suggest inappropriate behavior or relations of any kind or encourage any crushes by a child.
- Do not take photos, film or request personal information if not required for Nal’ibali’s activities.
- Do not use contact details inappropriately (including social media accounts) from children out of Nal’ibali’s programmes.
- Do not engage in prolonged physical contact with a child.
- Do not discipline a child using any form of physical contact, or emotional or psychological pressure, abuse or intimidation.
- Do not retaliate against or threaten any child or member of personnel who has reported a potential violation of the Child Protection Policy.

The above is neither an exhaustive nor exclusive list and Nal’ibali will consider all related actions and behaviour which *may* compromise the rights and protection of Children. The adjudication of all matters related to this policy will reflect the spirit of the Child Protection Policy and the impact of willful actions on children and their sense of physical, psychological, and emotional safety.

Report any suspicious observations or alleged abuse as well as any circumstances or situations, which may be subject to misinterpretation to the Child Protection Focal Person via email copying your immediate Provincial Coordinator.

Sections below describe the consequences for breaching the code of conduct or the child protection policy.

Reporting Procedures

All staff, volunteers and interns should be alert to signs that may suggest a child is in need of help (see annex 1). Deciding whether to report can be a very difficult responsibility.

All witnessed, suspected or alleged violations of Nal’ibali’s Child Protection Policy will be immediately reported to the Child Protection Focal Person (CPF) via email copying in the immediate Provincial Coordinator – using the incident report (annex 2). The **guiding principle** here is that the safety of the child is always the most important consideration. These records will be stored securely with access limited to the CPF and the Leadership Team.

At meetings and activities where children are directly involved, children will be informed about Nal’ibali’s safeguarding policy, code of conduct, the existence of the child protection focal person and complaints mechanism in a child-friendly manner.

The first stage is to decide whether the concerns are internal to the organisation or relate to an external situation.

If the concern is internal – regarding the behavior of staff, volunteers, interns, Management or Board members, you have to consider whether you need to report to the local/national authorities. If not, the internal safeguarding procedure needs to be applied. If yes, you have to report to the designated authorities and follow-up on action taken by the authorities and decide on a further response, record the case and action taken.

If the concern is external - meaning that there is concern regarding abuse outside the organisation, you have to consider whether the concern is due to the way the organisation is delivering business and then decide whether this needs reporting to local or national authorities. After this the same procedure as for internal concerns is applied.

The CPF will act on the concerns or allegations in a confidential manner in accordance with the standardised process developed by Nal'ibali in the best interests of the child, irrespective of the nature of the referral, who the allegations are about or who the referrer is or where they are from. The CPF will take appropriate action to protect the child/children in question from further harm during and/or following an incident or allegation.

An assessment of the specific kind of support and assistance that is needed by the child(ren) affected by the incident will be immediately offered. This may also involve arranging a medical assessment. The relevant contact details for child protection services, local services department, policy, emergency medical help and help lines will also be readily available and easily accessible (see annex 4 with key contacts information). The CPF will be responsible to contact the child's family (or guardian) and inform them of the incident and assistance provided. An incident report (Annexure 2) must be compiled to document details of the incident. The best interests of the child must be considered throughout the process.

The internal safeguarding procedure

Nal'ibali will immediately suspend any employee, volunteer, intern, board member, consultant, adviser who is alleged to have violated the Child Protection Policy, pending the outcome of the investigation. Nal'ibali reserves the right to take any disciplinary action against any of the above who have been proven guilty in an investigation, which may include reporting the incident to the police.

The investigation completed by the CPF and member of the Leadership team and submitted to the Director who will come to a decision about action to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

Acts of a criminal nature will be referred to the police and/or Children's Welfare Services and may result in a criminal investigation and conviction.

When investigating concerns or complaints, the process should be always be fair and, where complaints are upheld, the individual will have the right to appeal the decision. In such instances, the individual must write to the Director of Nal'ibali within one week of receiving written confirmation of the complaint outcome, explaining the grounds for appeal. The Director of Nal'ibali will consider the appeal, which will

include re-examining the evidence and reports and may include talking directly to staff and others involved. Nal'ibali's Director will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final.

In cases where staff from Nal'ibali partners or accompanying adults with children are alleged to have violated Nal'ibali's Child Protection Policy in meetings and activities organised by Nal'ibali, this needs to be reported to the Nal'ibali CPF. The Nal'ibali CPF will investigate the complaint(s) or concerns confidentially and discreetly and report this to the Leadership Team. Where possible Nal'ibali's CPF together with Nal'ibali's Director will discuss the concerns with the responsible person and/or their organisation in order to change the behaviour or acts of the concerned person/organisation.

In case the person or organisation is not able or willing to change its behaviour according to the standards of Nal'ibali's Child Protection Policy, the Director will report this to the Board, which may decide to suspend further cooperation with this partner organisation when directly involving children or suspend partnership. The partner organisation has the right to appeal the Board's decision. In such instances, the organisation must write to the Board Chairperson of Nal'ibali within a week of receiving the written confirmation of the complaint outcome, explaining the grounds of appeal. The Board Chairperson of Nal'ibali will consider the appeal, which will include re-examining the evidence and reports and may include talking directly to staff and others involved. Nal'ibali's Chairperson will come to a final decision, which will be confirmed in writing. The decision from the appeals process is final.

In cases of acts of a criminal nature committed by Nal'ibali partner organisations in relation to activities organised by Nal'ibali this will be referred to the police.

Communication and Media Guidelines

This chapter of the Child Protection Policy sets out the principles Nal'ibali employs when communicating externally about our work and the work of our partners. It contains general principles for ensuring children are kept safe at all times, as well as specific guidelines which must be followed by Nal'ibali staff as well as photographers, film crew and journalists.

All child protection measures in the Child Protection Policy are equally applicable in media and communication activities by Nal'ibali, including the use of social media.

In order to make sure that all children are protected in all situations it is important to obtain written consent of the parent/carer or legal guardian of children that clearly states if they agree that photos or statements of children can be publicly used or not. (*Annex 3 includes a specific media consent form*).

Principles

The rights and dignity of the child must be respected at all times and the best interests of the child maintained as the paramount concern of our communications. Nal'ibali will never use discriminatory or degrading language. This section is providing guidelines on the use of images, films and stories of children for media and communication purposes to ensure data protection and to protect children themselves. In Nal'ibali communications about children, the following principles will apply:

Dignity: The child's dignity must be preserved at all times. Languages must not degrade, victimise or shame the child. In images, children should always be dressed appropriately and should never be depicted in any poses that could be interpreted as sexually provocative.

Accuracy: The portrayal of children must not be manipulated or sensationalised in any way. Images and stories should provide a balanced depiction of the child's life and circumstances, balancing negatives with empowering images or showing the progress that children are making. Communications should avoid making generalisations, which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context.

Privacy: Any information that could be used to identify a child or put them at risk will not be used. Nal'ibali will ensure that:

- Only use first names of children: be careful not to reveal details about the place where they live, their school and other information that would lead to their place of residence. If needed for child safeguarding, the names of children will be changed.
- Information about a child/children's life and photographs of children (including information stored on the computer) will be kept in secure files. Access to these should be limited to those that need to use them during the course of their work.
- The recorded images should focus on an activity and, where possible, feature groups of children rather than individuals.
- Nal'ibali is committed to represent a broad range of children – boys and girls, of various ages, abilities and ethnic groups in its publications and videos. Nal'ibali will ensure diversity of children to be presented in its communication material.

Complaints procedure: Any complaints or concerns about inappropriate or intrusive images should be reported and recorded like any other child protection concern.

Informed Consent

Informed consent must always be sought before taking any photos, videos, or requesting personal information about children's lives that may be used in Nal'ibali materials. Informed consent means that children are told how Nal'ibali may use the information or image/film and that they are under no obligation to agree to its use. They should also be re-assured that locations and other identifying information that might lead to the location of residence of children will be changed. They will need to be asked whether they give consent that their first name is shared with the information or image/film.

Consent must be obtained by completing and signing the media consent form (included in the consent forms in annex 3). Consent is also required from the child's parent/carer or guardian, who must countersign the form or, where this is not possible, from the organisation working with them. The organisations working with the children should lead on asking for consent of children and families, as they may feel more comfortable to refuse consent when asked by someone they already know and trust.

The media consent forms, and other consent forms will be stored in a secured folder on the cloud. Obtaining prior written consent, does not mean that there is no requirement to obtain verbal consent at the time of taking photographs/video/interviews.

Interviewing Children

Interviewing children requires skills and certain basic principles should be followed to ensure their dignity and their rights are respected.

- **Informed Consent:** In relation to interviews, informed consent includes explaining what subjects are likely to be covered in the interview and clarifying the child's right to withdraw their consent at any

point. The interviewer should review the child's understanding of consent at the start of the interview.

- **Provision of support:** There should be someone else present during the interview, who the child is familiar with. Wherever possible, the child should be given a choice regarding who supports them during the interview.
- **Respecting the right to say No:** Be clear before you start the interview that the child only has to talk if they are comfortable doing so, and they can stop and withdraw their consent at any point.
- **Gender:** Consider the different needs of boys and girls and whether they would be more comfortable to talk to a man or a woman. Gender must be considered when deciding what topics may be discussed.
- **Respecting the right to information:** If you are going to take notes, or record the interview in another way, you must explain this to the child and verbally ask their permission to do so.

Visits by Photographers, Film Crew, Journalists and Others

Special care must be taken when organising visits for external photographers, filming crew, journalists or visitors within the scope of Nal'ibali projects, activities and publications:

- Journalists, photographers/film crews must be fully briefed about Nal'ibali's child protection policy before they meet the children, who will be interviewed, photographed or filmed. They sign their commitment to adhere to this policy.
- Make sure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision. They have to be accompanied by Nal'ibali staff at all times.
- Children, parents and guardians must be informed about how the film, photograph or story will be used and consent for this obtained. This is distinct to the consent they have given for use of materials by Nal'ibali or the national/local organisation they are involved in.
- Copies of images, film and story should be sent to the partner organisation to be passed on to the children.
- In order to protect the confidentiality and privacy of the children, Nal'ibali must be notified as to how the photographer or film maker intends to use the images or stories. Nal'ibali reserves the right to refuse use if it is felt that, in doing so we are not acting in accordance with our child protection policy and our media and communication principles.
- If an image or any material is to be used by another organisation, it must be credited to Nal'ibali/Photographer's Name © with an appropriate caption.

Monitoring and Evaluation of the Child Protection Policy

The aim of monitoring and evaluating the Child Protection Policy is to learn from practical case experiences, which will contribute to inform policy reviews and changes to the Child Protection Policy.

Nal'ibali will regularly monitor the implementation of its Child Protection Policy and procedures. Progress, performance and lessons learned are reported by the Child Protection Focal Person to the Leadership Team annually. Monitoring and evaluation will be done by checking whether the standards from the Child Protection Policy are implemented and whether safeguards are working. This will be done by carrying out a survey among Nal'ibali staff, interns and volunteers on how the standards from the Child Protection Policy are being met, how effective they are and what needs improving.

Next to the overall monitoring and evaluation of the Child Protection Policy, reactive monitoring will take place, after incidences have occurred, which will contribute to a learning process for Na'ibali and if necessary, changes to the Child Protection Policy or reporting procedures.

Every year an internal review of the policy will be carried out and its results will be approved by the Board.

Statement of Commitment to Nal'ibali's Child Protection Policy

I, _____, have read and understood the standards and guidelines outlined in this Child Protection Policy. I agree with the principles contained therein and accept the importance of implementing and promoting the child protection policies, procedures and practices contained within this document while working or associated with Nal'ibali.

I further understand that adherence to Nal'ibali's Child Protection Policy will involve the following: undergoing a check for criminal convictions related to working with children; signing a personal declaration stating any criminal convictions, including declaring any previous investigations or allegations made against me with respect to child protection issues.

Name: _____

Job title/Role: _____

Signature: _____

Date: _____

ANNEX 1: Recognising Signs of Abuse

Recognising indications of potential abuse is complex and there is no simple checklist, which allows easy recognition. There are potential warning signs that you can be alert to but they should be assessed with care. It should not be automatically assumed that abuse is occurring. Equally, however, it is important not to dismiss your concerns or ignore any signs of abuse – these should be discussed with the CPF as soon as possible to help decide the most appropriate course of action.

<p>Possible signs of physical abuse:</p> <ul style="list-style-type: none">• Bruises, burns, sprains, dislocations, bites, cuts• Improbable excuses given to explain injuries• Refusal to discuss injuries• Withdrawal from physical contact• Arms and legs kept covered in hot weather• Unwillingness to participate in physical activities that may involve undressing, e.g. sports• Fear of returning home or of parents being contacted• Showing wariness or distrust of adults• Self-destructive tendencies• Being aggressive towards others• Being very passive and compliant• Chronic running away	<p>Possible signs of neglect:</p> <ul style="list-style-type: none">• Frequent hunger• Taking scraps of food from bins or plates, or stealing food• Poor personal hygiene• Constant tiredness• Inappropriate clothing, e.g. summer clothes in winter• Frequent lateness or non-attendance at school• Untreated medical problems• Low self-esteem• Poor social relationships• Compulsive stealing• Drug or alcohol abuse
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<p>Possible signs of emotional abuse:</p> <ul style="list-style-type: none"> • Physical, cognitive or emotional development is delayed • Highly anxious • Showing delayed speech or sudden speech disorder • Fear of new situations • Low self-esteem • Inappropriate emotional responses to situations • Extreme passivity or aggression • Drug or alcohol abuse • Chronic running away • Compulsive stealing 	<p>Possible signs of sexual abuse:</p> <ul style="list-style-type: none"> • Age-inappropriate sexualised behaviour or highly sexualised language • Bed wetting or soiling • Anal or genital soreness • Sleep problems • Fear of being with adults • Promiscuity • Extreme risk taking in adolescents
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Possible signs of concern regarding adult behaviour:

- A person in whose presence the behavior of a child significantly changes such as becoming withdrawn, fearful, distressed or agitated
- Asking a child to lie or keep secrets
- Breaches of the organisation’s Code of Conduct/behaviour protocols
- Initiating private contact with a child, in person or by e-mail or phone

How to respond if a Child discloses a suspected case of abuse:

- Stay calm and neutral
- Believe the child and offer support
- Listen without asking leading questions: let them explain in their own words
- Acknowledge the Child’s feelings or emotions
- Be honest and careful in making promises: describe the actions that you can and will take
- Explain that it is your duty to tell someone else in order to get the Child the help that they need
- Take action, as required in terms of this Policy, and follow up with the Child and/or the Child’s parents and/or the senior member of staff, as appropriate

Annex 2: Incident Report

Date of Incident:	Time:	Name of Employee on duty	Location of Incident (Kitchen, Yard etc...)
Explain what happened / describe injuries (if any)			
Immediate action in responding to the emergency:			
Corrective Measures taken to remedy and/or prevent recurrence:			
Signature	Phone Number	Date treatment given	Time : AM/PM

Signature

Signature of person completing form	Print Name	Contact number	Date
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For completion by the Child Protection Focal person:

Incident/Accident investigated: Yes No

Written investigation report necessary: Yes No

Written investigation report necessary: Yes No

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here

UMBIKO WESEHLAKALO

Usuku:	Isikhathi:	Igama lakho eligcwele:	Indawo lapho kwenzeka khona:
Chaza ngesehlakalo esenzekile:			
Yikuphi okusheshayo ozame ukukwenza:			
Imiphumela yalokho ibe njani:			
Yikuphi ukwenzile noma okuzokwenziwa ukuvikela lokhu kungenzeki esikhathini esizayo:			

Sayina:	Usuku:	Indawo:	Inombolo yocingo:

Igama eligcwele lohlaziye lombiko:	Sayina	Inombolo yocingo:	Usuku:
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Annex 3 Consent Forms

PERSONAL INFORMATION AND INFORMATION IN CASES OF EMERGENCY

Your name and age	
Your address	
Your phone number	
Your mobile number (if available):	
Your email address:	

➤ Are you happy to take part in(e.g. meeting/event/etc)?

Please tick Yes or No:

Yes

No

WE WANT TO MAKE SURE YOU FEEL WELCOME AND COMFORTABLE TO TAKE PART

Do you have any allergies we should know about? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Do you have any additional support needs you'd like us to know about (physical or learning disability, mental health issues, low confidence, difficulties with communication, things you find it hard to talk about)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Is there anything extra we can do to make sure that you can come along and participate fully? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Are you taking any medication we should know about? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
Do you have any dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>	Details:
If you practice a religion, please tell us if there's anything connected to taking part in the event that we should know about	Details:

IN THE EVENT OF EMERGENCY

Contact persons in case of EMERGENCY. It is very important you fill in this section fully

<p>Name 1:</p> <p>Relationship to you:</p> <p>Phone number:</p> <p>Mobile:</p>	<p>Name 2:</p> <p>Relationship to you:</p> <p>Phone number:</p> <p>Mobile:</p>
<p>In the event of emergency, do you agree that you can receive hospital or dental treatment, including an anaesthetic?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>

<p>My Consent</p> <p>Signature:</p> <p>Location (where you live):</p> <p>Today's date:</p>	<p>Parent/Legal Guardian Consent (if under 18)</p> <p>This child/young person under 18:</p> <ul style="list-style-type: none"> • is allowed to participate in(event) • is allowed to take part in media activities at (event) • has been informed about the (event) goals, the voluntary nature of participation and anonymity in an age-appropriate way • has been informed that they can refuse to participate at any time with no consequences • is allowed to receive appropriate medical attention from a registered practitioner if at any time my child requires urgent medical attention, <p>Full name:</p> <p>Relationship to child/young person:</p> <p>Location:</p> <p>Date:</p>
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MEDIA CONSENT FORM

WE WANT TO MAKE SURE YOU FEEL COMFORTABLE TO TAKE PART IN MEDIA ACTIVITIES

Nal'ibali and its Communications Team are actively promoting
(e.g. activities/events/etc). **We publish photos and or statements of participants.** In this way we inform the public and decision makers about (event)

If you or your parents/carers are interested in following the Nal'ibali's work via social media, you can do this by following the Nal'ibali Facebook page and/or twitter feed or the Nal'ibali website: www.nalibali.org

- Is it okay for you to participate in visual documentation during the Nal'ibali..... (event)?
If you say it is ok, we might share photos, film, audio, writing or art on our website or social media; in our reports or leaflets; at our events; and/or in the promotion work we do to people around SA who help to support children and adolescents.

Please tick Yes or No:

Yes

No

- Is it ok for us to capture your voice in film, photos, audio, writing and/or art and to share this content in the ways listed above?

Please tick Yes or No:

Yes

No

- Is it ok if we tell people your first name when we share this content? (you can still take part in (event) even if you don't want us to tell people your name).

Please tick Yes or No:

Yes you can share my first name

No you cannot share my first name

- Is it ok for you to talk to the press during(event) (including photos, television/video/camera coverage)? *All media interviews will be conducted in consultation with and in the presence of your accompanying adult and a Nal'ibali staff member. You have a right not to respond to any questions that you do not want to answer.*

Please tick Yes or No:

Yes

No

1. Key contacts information

NAL'IBALI

Child Protection Focal Person

Name: Sibongiseni Blose

Mobile: 079 378 2782

E-mail: sibongiseni@nalibali.org

Board Chairperson

Kay Lala-Sides

Mobile:

E-mail:

EXTERNAL AGENCIES

CHILDLINE: 0800 055 555 or www.childlinesa.org

JOHANNESBURG CHILD WELFARE SOCIETY: 011 298 8500 or www.jhbchildwelfare.org.za

SAPS FCS – Family Violence, Child Protection and Sexual Offences Unit: 012 393 2363 (PTA Head Office:)

ChildLine: 116

CHILD WELFARE SOUTH AFRICA: Report neglect or abuse of a child, call: 0861 4 24453/ CHILD or 011 452-4110 (National Office) or www.childwelfare.org.za

POLICE CHILD PROTECTION UNITS: Emergency number: 10111 or Crime Stop: 08600 10111 or FCS Unit

RAPE CRISIS – Counselling: 021 447-9762 (Observatory) or 021 633 9229 (Athlone) or 021 361 9085 (Khayelitsha) or www.rapecrisis.org.za

SPEAK OUT: www.speakout.org.za