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Masinyusane Child Safeguarding and Child Protection Policy



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Contents

Working Definitions	4
Safeguarding	4
Abuse	5
Neglect	5
Child/Children	6
Partners.....	6
Staff	6
Volunteers.....	6
Purpose of the Policy	7
Principles underpinning our Child Safeguarding and Child Protection Policy	7
Preventative action: Putting the policy into practice	8
Promoting Good Practice.....	9
Human Resources	10
<i>Education, Advice & Support</i>	10
<i>Awareness Raising</i>	11
<i>Safer Recruitment</i>	12
<i>Child Safeguarding and Child Protection Focal Point</i>	12
<i>Partners</i>	13
<i>Occasional volunteers and visitors</i>	14
Media & Communication	14
Ethical Rules regarding the use of images:	14
Online Protection and Safety	15
Programme Design & Implementation	15
Responsive action	16
Reporting Concerns & Child Protection Incidents	17
Providing Information to Police and Social Welfare	18
Responding to Allegations or Suspicions	18
Reporting concerns about poor practice	19
Reporting concerns about suspected abuse.....	19
Internal enquiries and possible suspension.....	19
Allegations of previous abuse:	20
Accountability, Monitoring & Review	20
Appendix 1: Code of Conduct	21
Appendix 2: Guide for Occasional Volunteers and Visitors	25
Appendix 3: Parental Consent Form	28
Appendix 5: Child Safeguarding Focal Point	34



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Introduction

Welcome to the Masinyusane Child Safeguarding and Child Protection Policy, detailing the organisation's child safeguarding and protection definitions, procedures and code of conduct, which apply to all operations and activities conducted by, or on behalf of MASINYUSANE – in both our work in South Africa and overseas. The policy is applicable to all management and staff (paid, voluntary, permanent or casual) of MASINYUSANE, consultants, contractors, member organisations and parent's self-help groups.

The policy reaffirms and strengthens our commitment as an organisation towards keeping children safe and protecting them from all forms of harm and abuse. This is an issue of critical importance to MASINYUSANE and we see the protection of children, the promotion of their wellbeing and upholding of children's rights as the foundation of our work. MASINYUSANE has taken a pro-active role in relation to child protection and child safeguarding, ensuring that it is always maintained during the children's participation in activities run by MASINYUSANE. MASINYUSANE aims to foster a safe and positive environment for all children. Information contained in this document will create a framework and provide direction for staff, consultants, contractors, volunteers, member organisations and parents of children. It will also help deliver a consistent approach to the prevention of child abuse - at all levels of working with the children.

MASINYUSANE and all member organisations working with and for children and young people must ensure that:

- The welfare of the child is very important and should be prioritised;
- All children - whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity - have the right to protection from abuse;
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately; and
- All staff (paid/unpaid) have a responsibility to report concerns to the appropriate MASINYUSANE channels and/or Masinyusane authorities.

The following is a merger of our Child Safeguarding and Child Protection Policies into one consolidated document, updated in April 2019.

Working Definitions

For the purposes of this policy, and procedures contained within it, the following working definitions are used:

Safeguarding

"Child Safeguarding is the responsibility that organisations have to make sure their 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 communities in which they work, are reported to the appropriate authorities." (This includes both preventative actions to minimise the chances of harm occurring, and responsive actions to ensure that incidents which may happen are appropriately handled.) Safeguarding implies



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a wider duty of care towards children rather than just upholding their right to protection – but it is primarily concerned with harm and wellbeing, rather than with the promotion and protection of child rights generally.

Abuse

Used in its widest sense and includes physical, emotional/psychological and sexual abuse, neglect and negligent treatment, violence and exploitation in all forms.

Physical abuse

An act or acts of bodily abuse which may result in injury to, or death of a child. This may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to the child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child who they are looking after.

Emotional abuse

Any act or failure to act by the parent, guardian or caregiver which results in impaired psychological and/or emotional functioning and development of a child which may be expressed as anxiety, withdrawal, aggression, depression or delayed development. It involves the persistent emotional ill-treatment of a child to cause severe and long-lasting effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person. It can also involve age or developmentally inappropriate expectations being imposed on children or causing children frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual abuse

Any act or acts which result in the exploitation of a child, whether with their consent or not, for the purpose of sexual or erotic gratification. This may be by adults or other young persons who are intellectually, emotionally, physically or sexually more mature than the child victim. It involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening or gives consent. The activities may involve physical contact, including penetrative (e.g., rape) or non-penetrative acts. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Types of sexual abuse include, but are not limited to, incest, rape, exhibition, sodomy, child prostitution, paedophilia, pornography, voyeurism, and cyber-sex.

Neglect

The persistent failure to meet the child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's physical or cognitive development. Types of neglect:

- Physical;
- Emotional;



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- Failure to provide primary education.

Child/Children

Refers to anyone under the age of 18 years old, irrespective of the age of majority in their country, or the country where they are located or living.

Partners

There are three clear distinctions between partners:

- Those who have a contract with MASINYUSANE and as such are required to comply with child safeguarding/child protection as a condition of the contract.
- Those where the relationship is less formal or built upon mutual work and interests, such as a network or coalition, rather than a formal contract. In these cases, we may be able to positively influence the practice of the partner, even if we cannot insist upon observing child protection/child safeguarding practice as a condition of our partnership.
- Those who form part of a consortium or who are associated with the wider child and social protection system. This could include Ministries, Government Departments and Agencies, Statutory Authorities and other organisations including universities and research bodies. In these cases, we should seek to advocate for child safeguarding across their activities and to positively influence their policies and procedures. This might include providing technical support.

Staff

The term “staff” applies to anyone who works for or on behalf of MASINYUSANE on a full-time or part-time basis. As such, it includes employed staff, interns, consultants, and coaches. All staff should be familiar with MASINYUSANE’s Child Safeguarding and Child Protection Policy and agree to recruitment checks and the signing of MASINYUSANE’s “Code of Conduct” (Appendix 1).

Volunteers

The term “volunteers” relate to anyone working for MASINYUSANE on an unpaid basis.

A Standing Volunteer

A volunteer who works for MASINYUSANE on a regular and ongoing basis. They may undertake a range of activities, and for representative purposes be considered similar to staff except that they are not paid. All Standing Volunteers should follow the same procedures as staff in terms of safeguarding and child protection, including recruitment checks and the signing of the “Code of Conduct” (Appendix 1).





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An Occasional Volunteer

A volunteer who works for MASINYUSANE on a once-off basis, typically for a specific task or campaign. However, even though their involvement with MASINYUSANE can be limited at any one time, it may be repeated over several years or more. All Occasional Volunteers should be recruited and managed in accordance with the Safeguarding and Child Protection Policy and will be required to sign and abide by the “Guide for Occasional Visitors and Volunteers” (Appendix 2).

Purpose of the Policy

The aim of MASINYUSANE’s Child Safeguarding and Child Protection Policy is to regulate how we work as an organisation so that the children with whom we come into contact (either directly or indirectly) are safeguarded and have their wellbeing promoted, and that our actions, while implementing programmes or institutional activities, do not cause any harm to children. MASINYUSANE has a duty to safeguard all children involved in the programme, from harm. All children have a right to protection, and the needs of children and others who may be particularly vulnerable must be taken into account.

The aim of the policy is to promote good practice, by:

- Providing children and young people with appropriate safety and protection whilst in the care of MASINYUSANE;
- Allow all staff /volunteers to make informed and confident responses to specific child protection or safeguarding issues.

Principles underpinning our Child Safeguarding and Child Protection Policy

Our Policy is based upon a number of principles and beliefs, including:

1. All children have equal rights to protection and to have their wellbeing and participation promoted.
2. All actions regarding child safeguarding must be taken in the best interest of children. This includes an understanding that in all our programmes and activities we must ensure that we respect children’s rights and do not cause harm.
3. Everybody has a responsibility for safeguarding. This policy is mandatory for all those who work for or on behalf of MASINYUSANE, including staff, volunteers and partners. Although training, advice and support will be provided, everyone should actively participate so that they can carry out their responsibilities towards safeguarding children.
4. We work in a transparent and open way where child safeguarding is made a priority, recognising that situations of abuse and harm are able to flourish when staff, volunteers, partners, children, families and community members do not feel able to raise their concerns.



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5. All reports of concern regarding the safety and protection of a child will be taken seriously. Where necessary, appropriate steps will be taken to protect the child and to take action against the alleged perpetrator. This may include referrals to law enforcement and child protection agencies. In relation to allegations against staff, volunteers and partners, action may also include the suspension or termination of engagement or any type of cooperation.
6. No single organisation is able to safeguard children by working in isolation, and therefore we will work with other organisations, agencies (such as state departments with a mandate to protect children) and groups as necessary and appropriate.
7. We maintain confidentiality and do not disclose personal details of those involved in child protection concerns, including the names of those raising concerns unless it is necessary to pass on information to ensure that a child is protected (for example, where a child may need specialist services or where a criminal offence may have been committed).
8. We raise awareness and influence on the importance of safeguarding and protecting children, using our policy and procedures as a way of both highlighting our commitment and also of explaining our values. We share our policy and procedures with others and are open to feedback regarding its application and relevance.
9. We work within the framework of international and national laws and policies regarding safeguarding.
10. There is no specific way of safeguarding children and promoting their rights. Solutions to protecting children need to reflect the culture and operating environment and the nature of activities being undertaken. However, culture can never be used as an excuse for abuse. It is not acceptable for a reduced level of safeguarding to be offered.

Preventative action: Putting the policy into practice

This section of the Policy identifies specific steps and concepts which translate the vision of safeguarding and protecting children into action.

Child safeguarding runs across the whole organisation and is not just associated with programmes and projects or Human Resources. The concept of thinking about safeguarding - and reducing risk - should be embedded in everything that we do: from recruiting a staff member or volunteer, to selecting a partner, through to running an activity and designing or implementing a programme or other institutional activity (such as promotion and fundraising).

Safeguarding risks must be regularly reviewed at all levels. It should be remembered that although we normally think of safeguarding issues when an adult is mistreating a child, children can also be the perpetrators of abuse. This normally occurs where one child is in a position of power or influence (for example because the child is older, or the child being abused comes from a marginalised group) and is often referred to as 'bullying'. In such cases while action is necessary to support the child being bullied, it is critical to remember that the perpetrator is also a child, and



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therefore interventions should be in the best interests of both children in terms of how to support the abused child and what response is required for the abusive child.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and social environment. Some individuals will actively seek employment or voluntary work with young people or children in order to harm them. An instructor, teacher, staff or volunteer will have regular contact with children and young people; and could be an important link in identifying cases where children need protection or safeguarding. All suspicious cases of poor practice should be reported following the guidelines in this document.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common-sense examples of how to create a positive culture and climate.

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person 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 or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Recognising the developmental needs and capacity of young people.
- Securing parental consent in writing to act in *loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.

Practices never to be sanctioned

You should never:

- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.



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- Do things of a personal nature for children or adults with intellectual disabilities, that they can do for themselves.
- Invite or allow children to visit or stay with you at your home unsupervised.

Human Resources

Everyone working for MASINYUSANE are adults (including board members, staff, interns, volunteers and partners). The Child Safeguarding and Child Protection Policy applies to all those working with or on behalf of MASINYUSANE. By agreeing to work with/for the organisation, it is implied that the terms and conditions of the Child Safeguarding and Child Protection Policy have been accepted as a condition of involvement.

- All staff (including partners and standing volunteers) are required to sign and abide by the Code of Conduct (Appendix 1) as a condition of their involvement with MASINYUSANE. This sets out specific expectations of acceptable and unacceptable behaviour.
- In addition to all staff of MASINYUSANE, every person in a governing function within the organisation should sign and abide by the Code of Conduct (Appendix 1) of MASINYUSANE. This recognises that those in a governing capacity as Members of the Board are expected to set the highest standards of behaviour for the organisation.
- All occasional volunteers and visitors are required to sign and abide by the Guide for Occasional Volunteers and Visitors (Appendix 2) as a condition of their involvement with MASINYUSANE.
- While orientation on the policy together with any necessary additional training regarding responsibilities and duty of care (particular to specific roles) will be provided, all adults have a personal responsibility to seek further clarification and advice where they are not clear about what is expected of them.
- Breaching the Code of Conduct, Guide for Occasional Volunteers and Visitors or contravening the Child Safeguarding and Child Protection Policy may lead to suspension and termination of any type of engagement. This will be determined on a case-by-case basis, ensuring that applicable employment conditions and legislation are observed; and with regard for the privacy and confidentiality of those concerned while any internal investigation is carried out. In addition, after a thorough consideration of the facts, we will decide whether the case needs to be reported to law enforcement authorities in full conformity with the law.
- The Child Safeguarding and Child Protection Policy focuses on contact with children taking place during work under the responsibility of the organisation. Nevertheless, conduct of Masinyusane outside the work environment of those associated with MASINYUSANE may also contravene the principles and values of the Child Safeguarding and Child Protection Policy. If such issues arise, these will be carefully considered, and any decisions made will place utmost importance on the child's best interest.

Education, Advice & Support





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This section sets out the efforts that will be undertaken to support the implementation of the Child Safeguarding and Child Protection Policy.

- Within their probationary period, and no longer than three (3) months after appointment, all staff must be given guidance as to the Child Safeguarding and Child Protection Policy, and their responsibilities towards safeguarding children. Standing volunteers should also be included in such training.
- Staff and standing volunteers must be given the opportunity for regular updates on safeguarding children – either formally, such as through training or supervision, or more informally, for example through discussion at team meetings.
- Depending upon the nature of the work being undertaken, the role of the staff and their background and experience, additional specialist training regarding child wellbeing, protection and safety should be provided.
- Records must be kept in HR files of all training/guidance meetings conducted – with the date and list of attendees.
- While all adults have a responsibility for safeguarding children, no one should have to do this alone and unsupported. Country Representatives from MASINYUSANE and managers are responsible for ensuring that staff and standing volunteers are supported in their roles in safeguarding children, with the director of the organisation being ultimately responsible for the implementation of the Child Safeguarding and Child Protection Policy.
- The Child Safeguarding Focal Point based at country level within MASINYUSANE is the primary source of advice and support in relation to child safeguarding concerns and the implementation of the Child Safeguarding and Child Protection Policy. Where support or advice is sought regarding child safeguarding this must be taken seriously. At no time must seeking advice or support be considered indicative of someone lacking capacity or knowledge.
- Where those working with/for MASINYUSANE are involved in child protection incidents – either as the subject of an investigation or as a witness – appropriate support must be provided. This may include additional supervision or counselling.
- Further guidance on reporting and managing cases of concern and child protection incidents is included later in this document.

Awareness Raising

This section sets out how awareness will be raised regarding the Child Safeguarding and Child Protection Policy.

- Staff and standing volunteers, as well as partners, communities, families, children and other stakeholders and all those working with/for MASINYUSANE should be made aware of the Child Safeguarding and Child Protection Policy, and how to report a concern. This should be done in ways that are appropriate and accessible given the context.
- A copy of the Child Safeguarding and Child Protection Policy – including local adaptations – should be translated and made available in local languages. Depending on the context, this should be provided in a variety of suitable formats and could include posters or booklets using pictures.



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- Special consideration must be given on how to raise awareness with children about the policy and ways in which they can help keep themselves safer. This could include developing with children a child-friendly version of the policy.

Safer Recruitment

This section focuses on how those working with/for MASINYUSANE are selected (staff and volunteers). Individuals who are intent on abusing children often target organisations where they can gain access to children. While no recruitment process can ever be 100% safe, by having stringent recruitment processes in place, the likelihood of engaging someone who is not suitable to work with children can be dramatically reduced.

Safer recruitment procedures act like a safety net that in combination provide a level of assurance that proper attempts have been made to ensure that recruitment processes identify those who may pose a risk. No one check is sufficient.

All recruitment procedures must be based on a detailed analysis of each job or volunteer task and the level of contact with children. Safer recruitment procedures include pre-selection, selection and post-selection actions to ensure that there are as many safeguards as possible in place. See Appendix 4 - Safer Recruitment Checklist for detailed guidance.

Work should not commence until all safer recruitment processes have been followed and background checks and guidance on the Child Safeguarding and Child Protection Policy have been completed. However, it is recognised that in some exceptional circumstances there may be a long delay, or for operational reasons it may be necessary to start work at short notice. In such situations, additional measures must be put in place so that MASINYUSANE can be confident that the risks for children are minimised. For example, providing additional supervision and ensuring the staff member in question does not work alone.

Records of safer recruitment practice, such as references etc., must be kept in HR files. This information must be kept and destroyed in accordance with applicable data protection rules.

Specifically, all volunteers must complete a criminal record check before undertaking work with MASINYUSANE and all permanent staff members must be screened against the National Child Protection Register.

Child Safeguarding and Child Protection Focal Point

This section sets out the obligation of each country office to nominate someone to act as Child Safeguarding and Child Protection Focal Point. The role of this person is to provide a point of contact, and to advise, support and assist



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team members in the implementation of the Child Safeguarding and Child Protection Policy. Ideally the role of the Focal Point should be assigned to someone with child protection/safeguarding knowledge. However, the role can be given to anyone who is committed and has the respect of the team.

See Appendix 5 - Child Safeguarding Focal Point. It should be understood that the Child Safeguarding Focal Point is not solely responsible for child safeguarding – this responsibility rests with everyone.

Partners

This section considers how to work with partners in order to promote the implementation of the Child Safeguarding and Child Protection Policy:

- In selecting partners, consideration should be made with respect to the potential partner's suitability and track record for working with children – including if they have their own Child Safeguarding/ Protection Policy and Procedures.
- In all partnership relations, strong attention must be given to issues related to child safeguarding. As good practice, specific reference to child safeguarding measures should be included in partnership agreements and contracts.
- Partnerships are an opportunity to raise awareness of the need for institutional policies on child safeguarding. Therefore, all partners should be given training, guidance and support on MASINYUSANE' Child Safeguarding and Child Protection Policy, in particular emphasising the responsibilities that partners have for safeguarding children. The nature of this orientation and training can be determined by the scope of the work of the partner.
- Where MASINYUSANE is the lead partner (i.e. can exert more control over the terms of the contract), then reference in the contract must be made to the commitment to keeping children safe and our Child Safeguarding and Child Protection Policy. Where we are not the lead partner, then attempts should be made to include safeguarding within the agreement. In either case, partners should be given a copy of the Child Safeguarding and Child Protection Policy and guidance provided on the contents.
- Partnerships should also be pursued which aim at advocating governments to develop standards of safeguarding, with support for the required resources and expertise to implement such standards.
- Where concerns about child safeguarding arise in relation to a partner, in addition to considering whether a report of the concerns needs to be made to appropriate authorities, consideration must also be given regarding whether to suspend the partnership and/or withdraw funding and support.
- A child safeguarding concern raised in relation to a partner does not mean that the partnership must be terminated automatically. The decision to continue with the partnership must take into account the reaction of the partner and their commitment to addressing the situation such as prioritising the best interests of the child, responding to advice on managing the situation and agreeing to seek support through training and guidance.



Occasional volunteers and visitors

This section specifically considers safeguarding issues in relation to the different types of occasional volunteer support to MASINYUSANE activities or visitors to programmes.

- Official visitors may visit a project with the express permission of MASINYUSANE. Unofficial visitors might, for instance, be a parent or an acquaintance of the programme staff member without formal permission from the organisation.
- All occasional volunteers and visitors, official and unofficial, must be made aware of and understand the principles of the MASINYUSANE Guide for Occasional Volunteers and Visitors (Appendix 2), and agree to its terms and conditions before the visit takes place.
- It is the responsibility of the staff member to ensure that occasional visitors and volunteers are properly briefed and supervised throughout their activities or visit and have signed the Guide for Occasional Volunteers and Visitors (Appendix 2).
- All occasional volunteers and visitors must be accompanied at all times and in no circumstances should they be left unattended with children, unless there are clear reasons for doing so (only possible for official visitors or where express permission is granted in advance). Such permissions should only be granted in rare circumstances. Before granting permission, the Country Representative must ensure that the visitor does not pose a risk to children.

Media & Communication

This section considers the actions that need to be taken to ensure that safeguarding is included in media activities. The communications representative should be consulted for specific guidance including how to work with journalists and the media.

Photography/filming can be an effective aid in the work of MASINYUSANE, but this must not be mis-used or used for other purposes. The types of images of the children should be positive – mindful of their right to dignity, and never portray the children in a harmful manner.

Ethical Rules regarding the use of images:

1. Respect the Child Safeguarding and Child Protection Policy and its procedure.
2. Make sure that the safety of the child will not be compromised if one disseminates images of his or her home, community or environment.
3. Ensure that the child does not pose in any inappropriate manner (sexual connotations etc.).
4. Do not take or publish photos of children who are completely naked or dressed inappropriately. Images of children which are exploitative, or offensive must not be used.





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5. Always respect the children's dignity. Do not represent the children as victims (weak, desperate etc.). Similarly, stories about children should aim to report not only the negative aspects of children's lives, but also their strengths rather than sensationalising the child's experience.
6. Taking pictures or videos is reserved for strictly professional use. Staff, volunteers and visitors are encouraged to 'like' and 'share' photographs published on the official MASINYUSANE website and social media platforms (such as Facebook). In this way, officially approved photographs may be distributed more broadly on personal social media sites. Unofficial photographs must not be posted or uploaded on personal pages.
7. Never indicate in the files any information that could endanger the child victim of abuse (title, captions etc.). When publishing/distributing photos, images, stories etc., personal information must be removed to ensure privacy (i.e. names and addresses must not be included and if necessary other identifying features such as school name should also be omitted).
8. Only use photos available for public use.

Online Protection and Safety

MASINYUSANE has its own policies and separate guidance on the use of social media and technology. Country Representatives should ensure that sufficient guidance is provided to staff and standing volunteers about the appropriate use of technology – including internet, mobile phones and social media.

Filters and blocking software should be installed to ensure that unsuitable/offensive sites cannot be downloaded. In the event that offensive material or unsolicited messages/chats are received, these must be passed on to the Child Safeguarding Focal Point, who must report to a to improve internet safety.

Staff and standing volunteers must also report to their line manager if any offensive material is received or accidentally downloaded. In the event that offensive material, such as child pornography, is received or accidentally downloaded and a report is made to law enforcement, the materials must not be sent with the referral. The transmission of images is considered a crime under international law. Guidance should be sought from the law enforcement agency as to how to arrange for images to be transferred appropriately.

Programme Design & Implementation

Programmes and all type of actions across all sectors, not just child protection programmes, should 'think safeguarding' at all times and across all activities – and not consider safeguarding as a separate activity, but rather a theme that runs through all work. A separate risk assessment checklist is available to help organisation's staff evaluate safeguarding requirements in programmes.



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- Safeguarding must be considered at every stage, from project/programme design and must be reviewed regularly as part of the monitoring of the project's implementation.
- In addition to programme design, when conducting specific activities, a risk assessment must be undertaken to identify any potential dangers and a plan put in place to minimise these risks. Copies of risk assessments must be kept on file.
- If the assessment concludes that there are too many risks that cannot be reduced to an acceptable level, then the activity should not proceed.
- If necessary, additional guidance must be given to staff, volunteers, partners, children and communities in order to ensure that the spirit of the Child Safeguarding and Child Protection Policy is met for specific activities or programmes, for example, to highlight particular dangers or concerns.
- Before activities are conducted, the written permission of both parents and children must be obtained. See Appendix 3 - Parental Consent Form. This can also be used for guardians, for example, where children are in residential institutions. Where parents/children are illiterate, a staff member or standing volunteer can sign on their behalf in their presence, so long as the form has been discussed.
- Staff and volunteers who work with children must be supervised on a regular basis and given the opportunity to participate in discussions about safeguarding issues – for example in meetings, informal discussions or through considering case studies.
- Safeguarding must be reviewed regularly throughout activities and at the end of activities, so that either lessons learned can be fed into future activities or necessary adjustments made as the programme proceeds. For example, during a holiday programme it would be useful at the end of each day to include a review of safeguarding during debriefing meetings.

Responsive action

There are two distinct ways in which child protection incidents may arise:

1. Where the concern relates to potential, actual or suspected abuse of a child by the family/community - such incidents can be handled by the Child Safeguarding Focal Point with the support of the director/management positions of the organisation, in conformity with national and international law. These cases are not managed under this policy.
2. Where the concern involves a staff member, volunteer, visitor or partner of MASINYUSANE, or a representative of a significant stakeholder such as a donor, another NGO etc., the Safeguarding Focal Point need to determine the appropriate action necessary. This is not to avoid taking action, but to ensure that the action taken does not jeopardise organisational or individual reputation, and to ensure that appropriate support is given to the country delegation as such incidents can be particularly difficult to manage.



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Reporting Concerns & Child Protection Incidents

This section covers the case where a concern is reported that the child safeguarding policy is not being implemented or a child protection incident is reported (i.e. where a child may be or is at risk of abuse and actions may be necessary to ensure that the child is protected).

- Concerns and reports may be received from a number of sources – including staff, volunteers, partners, children and families/community members. All concerns and reports must be taken seriously, and such reports should be passed in the first instance to the Child Safeguarding Focal Point.
- Countries should develop a reporting framework/ flowchart which identify how concerns and reports should be managed. The main point of referral should be the Child Safeguarding Focal Point. This is to ensure that reports are managed in a systematic way, and lessons are learned in terms of the implementation of the policy. This does not mean that the Child Safeguarding Focal Point is responsible for action – but he or she should be involved in decision-making.
- Decisions about child protection incidents must not be made by individual workers in isolation. However, in exceptional circumstances – such as a life-threatening situation – staff or volunteers may take whatever action they deem necessary to protect a child at immediate risk, but this must be reported as soon as possible (i.e. in the first instance to the Child Safeguarding Focal Point).
- Local contacts with child protection agencies and law enforcement should be identified in advance to enable a referral to an oMasinyusaneide agency if required to protect the child. Contact details should be retained so a referral can be made quickly and efficiently.
- Consideration on whether to refer a child to an oMasinyusaneide agency for protection must always be made within the legal framework of the country and with consideration for the best interests and wishes of the child.
- When concerns are raised, or reports made, importance must be placed on CONFIDENTIALITY, both of the referrer and also the child(ren)/adults involved. Information must be shared strictly on a need to know basis as necessary to ensure the child is kept safe and appropriate assistance is given.
- Where concerns are raised by staff and volunteers about other staff, volunteers and partners, even if these are not substantiated, providing there was no malicious intent, no punitive action will be taken against the person raising the concern or making the report. MASINYUSANE should have a Whistle Blowing mindset which ensures that reports can be raised safely and applies when reporting child protection incidents or concerns about the implementation of the Child Safeguarding and Child Protection Policy.
- Referrals to local child protection agencies/police should be done in the prescribed manner (for example, there may be a particular format for reporting). Where the referral is made verbally it must also be confirmed in writing.
- Written records of all reports received (even if the report is vague) must be kept and maintained in a secure and confidential location by the Child Safeguarding Focal Point. In some cases, such as where the programme/project specifically addresses child protection and case management forms part of the intervention provided, as an alternative, records may be kept by the project team.





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- Written records are kept confidential. The number of cases is shared in our annual MASINYUSANE activity report and between MASINYUSANE member organisations with no mention of identifying facts.

Providing Information to Police and Social Welfare

Information about suspected abuse must be accurate and a detailed record should always be kept of the disclosure/concern. It should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else's.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also include any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working at MASINYUSANE or member organisation, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

MASINYUSANE assures all staff, volunteers, independent contractors / consultants and the general public that it will fully support and protect anyone, who in good faith reports his or her concern that a person is or may be abusing a child.

Where there is a complaint against a member of staff or a member of the public there may be three types of investigations (or any combination of these):

- A criminal investigation;



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- A child protection investigation;
- A disciplinary or misconduct investigation.

Reporting concerns about poor practice

Following serious consideration, if found that the allegation is clearly about poor internal practice, MASINYUSANE will deal with it as a misconduct issue. If the allegation is about poor practice by MASINYUSANE, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant authority who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Reporting concerns about suspected abuse

All employees and volunteers should receive an information session, during which the following is explained:

- In the case of any suspicion that a child has been abused by a member of staff, a volunteer, an independent contractor/consultant or a member of the general public, the issue should be reported to the Child Safeguarding Focal Point and MASINYUSANE Director, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Child Safeguarding Focal Point and MASINYUSANE Director will refer the allegation to the social welfare department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social welfare department.
- If the Child Safeguarding Focal Point and MASINYUSANE Director is the subject of the suspicion/allegation, the report must be made to the appropriate Board member.

Internal enquiries and possible suspension

The MASINYUSANE Director will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social welfare inquiries.

Irrespective of the findings of the social services or police inquiries the MASINYUSANE Disciplinary Committee will assess all individual cases to decide whether a member of staff, volunteer or contractor / consultant can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the MASINYUSANE Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.



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Allegations of previous abuse:

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff, volunteer or contractor / consultant who is still currently working with children).

Where such an allegation is made, MASINYUSANE or its member organisations should follow the procedures as detailed above and report the matter to the social welfare department or the police. This is because other children may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse should be automatically excluded from working with children.

Accountability, Monitoring & Review

This section details how the implementation of the Child Safeguarding and Child Protection Policy will be monitored, and how the policy will be reviewed.

- Everyone has a responsibility for ensuring that the Child Safeguarding and Child Protection Policy is implemented as set out in the policy and procedures outline in this document and as may be adapted to suit local conditions.
- The Director has overall responsibility for the Child Safeguarding Policy. Directors are responsible for determining policy and good practice and for implementation of the policy in all activities related to their areas of organisational responsibility.
- Annually, every country shall conduct a self-assessment of safeguarding and the implementation of the Child Safeguarding and Child Protection Policy. The assessment will be carried out using a prescribed template, with the aim of helping countries track their progress in safeguarding, recording good practices and also identifying areas for action.
- Based on the self-assessment, an annual plan of action will be developed to address any gaps in policy implementation and to mitigate any risks identified.
- Both the self-assessments and the development of action plans will be coordinated by the Risk Management Advisor so that information from all countries can be assessed to measure safeguarding across the organisation.
- This policy will be reviewed on a regular basis, but not more than every five years. Such reviews will also include feedback from staff working overseas, and where possible, the views of children, their families as well as other local stakeholders.
- Where countries have created local versions of the policy, these should also be reviewed on a regular basis. Such reviews should include feedback from staff, volunteers, children, communities and other local stakeholders. Consultations should take place with communities and children and their feedback sought regarding the implementation of the safeguarding policy in order to inform and improve procedures.





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Appendix 1: Code of Conduct

The Code of Conduct must be signed by all staff and standing volunteers BEFORE commencing duties. Masinyusane considers all forms of abuse towards children to be unacceptable and recognises that it has a duty to safeguard children – that is, to keep them safe, promote their well-being and protect them from abuse and harm. Neglect, physical, psychological/emotional and sexual violence are the main forms of abuse.

Our Child Safeguarding and Child Protection Policy and Procedures set out the measures we will take to safeguard children. This includes proactive actions to prevent situations of abuse and harm occurring and reactive actions to respond to situations where a child is, or may be, suffering abuse.

A child is any human under the age of 18 as stipulated by the UN Convention on the Rights of the Child, 1989. As part of our Policy, it is a requirement that all staff (including paid employees, consultants and interns), whether full- or part-time, agree to abide by the Child Safeguarding and Child Protection Policy and specifically to agree to work in accordance with this Code of Conduct which sets out responsibilities for safeguarding children and expected behaviour of staff.

THIS IS A MANDATORY REQUIREMENT. Any form of unacceptable behaviour which breaches this Code of Conduct must be reported. In the case of situations which are not covered by the Code of Conduct, MASINYUSANE expects its representatives to apply common sense whilst focusing on the “child’s best interest”. MASINYUSANE respects the Convention on the Rights of the Child and the following five principles:

1. **Children’s rights:** All MASINYUSANE staff must respect and promote children’s rights. Above all, they must protect the right of each child to live in safety, without risk of abuse or exploitation and must act, at all times, in the child’s best interests.
2. **Zero tolerance:** MASINYUSANE will not tolerate any form of abuse and will take all necessary measures to implement the Child Safeguarding and Child Protection Policy.
3. **Risk management:** MASINYUSANE ensures that risks are identified and minimised from the planning stage through to the implementation stage of activities.



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4. **Everyone's responsibility:** The successful implementation of the Child Safeguarding and Child Protection Policy is based on the individual and shared responsibility of all MASINYUSANE representatives including staff. MASINYUSANE will seek to ensure that partner organisations' programmes also comply with international safeguarding standards.
5. **The duty of notification:** Any suspected violation or any actual violation of the current Code of Conduct must be reported immediately to the supervisor or the MASINYUSANE Child Safeguarding Focal Point. Confidentiality will be maintained throughout the entire procedure.

By signing The Code of Conduct, I explicitly agree that I will:

- Be aware of situations that may present risks and manage these;
- As far as possible be visible when working with children (e.g. do not close the door when you visit a home);
- 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 abusive behaviour does not go unchallenged;
- Raise awareness amongst children around abuse and encourage them to raise any concerns regarding abuse; and
- Empower children – discuss their rights with them, what is acceptable and unacceptable and what they can do if there is a problem.

I will always:

- Comply with all relevant local legislation, including labour laws in relation to child labour;
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law;
- Ensure images are honest representations of the context and the facts;
- Treat children with respect and equally, regardless of their age, sex, language, religion, opinion or nationality, ethnic or social origin, status, class, caste, sexual orientation, or any other personal characteristics;
- Help children to take part in decisions which concern them according to their age and their level of maturity;
- Maintain a culture of communication and create trust with the children and their families, communities, other staff and volunteers and representatives of partner organisations so that concerns may be shared and discussed;
- Use non-violent and positive behaviour methods when supervising children;
- Encourage children and communities to speak openly about their interactions with adults and with each other;
- Inform children and communities of their right to report any worrying situations and how they can raise a concern;
- Empower children so that they are in a position to better protect themselves;
- Make sure that another adult is present or try to be visible when I am in contact with a child;



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- Try to preserve the child's autonomy and make sure that I do not do things that a child can do for herself/himself;
- Plan activities and organise the work place in such a way so as to minimise the risk of harm taking into account the age and development of the child;
- Ensure that information concerning children, families and communities remains confidential;
- Behave in a way that sets a good example (avoid smoking, showing disrespect towards colleagues, etc.);
- Ensure that the child does not pose in a degrading manner or in a way that may be interpreted by others as having sexual connotations;
- Raise any concerns and queries concerning the Child Safeguarding and Child Protection Policy with my manager/supervisor or the Child Safeguarding Focal Point; and
- Immediately report any suspicions or allegations to the Child Safeguarding Focal Point of behaviour which goes against the principles of the Child Safeguarding Policy and Code of Conduct including any form of child abuse – even if the information or allegation is vague.

I will never:

- use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children);
- Engage in any form of sexual relations with anyone under 18 years old, regardless of the legal age of sexual consent, the law and local customs. Mistaking a child's age is not a defence;
- Exchange money, job, goods or services or humanitarian aid for sexual favours or subject the child to any other kind of humiliating, degrading or abusive behaviour;
- Touch children or use language or make suggestions in an inappropriate manner, to provoke, harass or degrade the child or show disrespect for cultural practices. This includes acting in a manner which is likely to have a negative impact on the child's confidence and feelings of self-worth.;
- Exploit a child for labour (for example through domestic work);
- Discriminate against, treat children unequally or unfairly for example by favouritism and excluding others;
- Invite a child or their relatives to my home or develop a relationship with a child and/or their family which may be considered oMasinyusaneide normal professional boundaries;
- Work with or transport a child alone without the prior authorisation of my manager, unless absolutely necessary for the safety of the child;
- Be under the influence of drugs or alcohol while working with children;
- Take photos or videos of beneficiaries for use that is not strictly professional;
- Watch, publish, produce, or share pornography showing children, and/or show pornographic material to children;
- Show the faces of children who are exploited sexually, victims of trafficking, abuse, in conflict with the law, linked to armed groups or who can easily be located even if their identity has been modified;



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- Take or publish photos of children entirely naked or dressed in a manner which is not adapted to the situation in which they are represented;
- Represent children as victims (weak, powerless, unassisted, desperate, etc.);
- Publish a story or image which may endanger the child, their family or community;
- Use photos which have not been checked and approved by my manager or post unofficial pictures or information about children on personal websites or social networks (such as Facebook);
- Maintain contact with children and their families via social networks, unless a specific MASINYUSANE project requires me to do so and I have been given express permission; and
- Close my eyes to, ignore or fail to report any concern, suspected violation or violation of the Child Safeguarding and Child Protection Policy and the Code of Conduct to the Child Safeguarding Focal Point.

I understand that, in the event of suspicions or allegations of my violation of the Code of Conduct, MASINYUSANE will take any action they deem necessary, which may include, but is not limited to:

- Providing assistance for the victim and taking immediate steps to protect and support the child;
- Attempting to establish the facts in the most objective manner possible (the presumption of innocence prevails) while protecting the reputation and confidentiality of the adults involved;
- Undertaking disciplinary actions, which may result in my suspension or termination of contract;
- Initiating judicial proceedings and/or reporting to the competent authorities any violation of the Code of Conduct which may breach national legislation;
- Taking appropriate measures in order to ensure that such incidents do not occur again, for example, informing other organisations which may apply for professional references regarding the termination of contract due to violation of the principles of the protection of children (within the legislative framework applicable to the protection of information).

Declaration of Commitment:

I, the undersigned,

..... Declare I have received, read and understood the MASINYUSANE' Child Safeguarding and Child Protection Policy and I commit to know and agree to work in accordance with it. I understand that any failure to uphold the Code of Conduct may result in the termination of my engagement with MASINYUSANE, or further disciplinary or judicial proceedings as mentioned above.



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Furthermore, I declare that I have no criminal records regarding an offence towards a child (which I have not previously declared) and nor do I know of any reason why anyone would deem me unsuitable to work with children. MASINYUSANE shall reserve the right to inform other institutions which may apply for professional references of the termination of contract for serious violation of the principles of the protection of children within the legislative framework applicable to the protection of information.

Date at

Signature.....



Appendix 2: Guide for Occasional Volunteers and Visitors

MASINYUSANE is an organisation that exists to support children, their families and communities in development contexts. Children have a right to protection and as an international children’s organisation we have an obligation to make sure that we safeguard the children we work with – that is to keep children safe, promote their well-being and uphold their rights to protection.

It is the responsibility of all MASINYUSANE staff, sponsors, volunteers, contractors, suppliers, donors, journalists, consultants, supporters (visitors) to protect children “from all forms of physical and mental violence, injury or abuse”.

For this reason, we have policies and systems in place to prevent abuse and harm and to safeguard children (detailed in our Child Safeguarding and Child Protection Policy). These measures also protect volunteers and visitors from



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actions that could be misconstrued and lead to false or malicious accusations. Visits to projects, partners and communities are opportunities to see development work first-hand.

Similarly volunteering for MASINYUSANE is a great opportunity to directly support development work for children. We would like you to enjoy your volunteer work/visit and at the same time help us to keep children safe by introducing to you the key elements of our policy that affect you as a volunteer or visitor. If you have any questions you should refer to your main point of contact within MASINYUSANE (as all our staff are trained in safeguarding) or to the in-country MASINYUSANE Child Safeguarding Focal Point. You can also request to see a full copy of our Child Safeguarding and Child Protection Policy.

What is child safeguarding?

Child safeguarding is the obligation placed upon organisations who work with children to keep the children, that they come into contact with through their work– either directly or indirectly, safe. This includes both having preventative procedures in place to minimise the chances of an incident occurring and responsive systems to respond if an incident occurs. Specifically, in safeguarding, we are particularly concerned with ensuring that children are kept safe from abuse (physical, emotion, sexual and neglect) and are protected. Our policy clearly states that all children have equal rights to protection when in contact with adults. Children are protected only when open and honest environments are created and exist in projects, partner organisations and activities.

Communications and child safeguarding

To ensure we minimise the risk that harmful relationships develop, correspondence between visitors and children is discouraged, and should the need arise it should be sent via MASINYUSANE for monitoring rather than directly to the child.

Volunteers must not develop special relationships with children and encourage these to develop outside of the normal work environment. Visitors must not exchange contact details when meeting children and young people. All volunteering opportunities and visits to projects must be arranged officially, with the permission of the MASINYUSANE Country Representative.

Photographs, video and other images – Good Practice

- Take and use photographs and images of children that are dignified and respectful and that do not present them as victims, vulnerable or submissive.
- Ensure children are adequately dressed in photographs and images and not in poses that could be interpreted as sexually suggestive.
- Protect the safety and privacy of children and their families by not using their images on the internet without explicit consent from MASINYUSANE or using them in any way which reveals the identity or location of the child and their family.
- Do not use the photographs and images of children to benefit financially or for journalistic purposes without express permission from MASINYUSANE.



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Guidance on Responsible Behaviour

This information is designed to protect children first and foremost but also to minimise the risk to visitors of being wrongly accused of inappropriate behaviour or abuse. By agreeing to be an occasional volunteer or a visitor you are agreeing to abide by this guidance on the understanding that if you do not adhere to it your volunteering experience will be terminated, or the visit ended.

As a MASINYUSANE occasional volunteer or visitor I will always:

- Comply with all relevant local legislation, including labour laws in relation to child labour;
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law;
- Ensure images are honest representations of the context and the facts;
- Always arrange my volunteering/visit through the MASINYUSANE Head Office in South Africa or the MASINYUSANE office in the country I am visiting;
- Follow the directions and instructions of the staff member of MASINYUSANE who is assigned to supervise my work or accompany me on the visit;
- Treat children, their families and communities with equality and respect their privacy – for example not entering into homes without an invitation, and not showing favouritism towards a particular child;
- Take photographs, videos and images in line with the good practice outlined in this guide;
- Discuss any concerns I have regarding the well-being of a child with a MASINYUSANE staff member/ Child Safeguarding Focal Point; and
- Ask the MASINYUSANE staff member when I am not sure of what is acceptable behaviour.

I will never:

- Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- Sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children);
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
- Behave physically in a manner which is inappropriate or sexually provocative. For example: fondle, hold, hug, kiss or touch children in an inappropriate or culturally insensitive way;
- Do things for children of a personal nature that they can do for themselves;
- Condone or participate in behaviour with children which is illegal, unsafe or abusive;
- Act in ways intended to shame, humiliate, belittle or degrade children or engage in any form of emotional abuse or physically hit a child;
- Discriminate against, show preferential treatment to, or favour particular children to the exclusion of others;
- Develop physical and/or sexual relations with children or their family members;
- Develop relationships with children which could in any way be deemed exploitative or abusive;



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- Spend time alone with children away from others;
- Assist a child to leave their community, even with the consent of parents/carers, or offer children the chance to visit my country of residence;
- Exchange personal contact details with children;
- Arrange to stay overnight with a child or their family;
- Introduce other visitors to the community without prior clearance from MASINYUSANE; and
- Return to the community without going through the standard visit process with MASINYUSANE.

I confirm that I have read and understood the Guide for occasional volunteers and visitors and agree to abide by its contents.

Date at

Name and Signature.....

Appendix 3: Parental Consent Form

MASINYUSANE is an organisation that is committed to providing opportunities for children and youth to get a quality education, discover and develop skills, and grow towards reaching their potential. We do this by:

- Offering reading, writing and literacy coaching sessions
- Running library projects
- Running computer labs and technology projects
- Running academic projects
- Running arts, sports & extra-curricular programmes

We are proposing different activities involving your child. Before starting this collaboration, we need your consent, and also some important information from you to ensure that your child can participate safely, and their welfare can be promoted. All information will be kept confidential and only shared with adults who need to know to make sure that your child is properly cared for.

For the purposes of all trip and events a child is defined as anyone who is under 18 years old. Our guiding principle is that in all situations the best interests of the child are of the utmost importance. This means that in all actions and decisions we must consider the needs and rights of the child as the critical issue.

Activity Consent (Please tick as appropriate):



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- I/we give my/our consent for my/our child (name of child) to travel to and participate in MASINYUSANE activities. I/we authorize MASINYUSANE to be responsible for my/our child during these activities and authorise them to make decisions concerning any emergency medical treatment for my/our child which may be required during this trip.
- I/we affirm that I/we have full authority to give the consent provided for in this document.

Media Consent (Please tick as appropriate):

- I/we give my/our consent for my/our child to take part in media activities which may include photographs, films, videotapes audiotapes, or other forms of recording and which may appear in print (such as newspapers) or online.
- I/we DO NOT give my/our consent for my/our child to take part in media activities. I/we confirm that I/we have read and understood the Parental Form, and agree to abide by its contents.

Name of the child

Date at

Name and Signature (names of parent(s)/carer(s))

Medical History

The information in this form will be kept confidential. Only medical professionals and the organisers of the event will be allowed access to it.

Name of child (including nicknames):

Date of Birth: Identity Number:

Any known allergies (e.g. to food, conditions, insect bites, medication):

.....

Currently on medication:

No or Yes If yes, please state which type/dosage:

Please bring copies of prescriptions (medication or eyeglass) and enough medication for the duration of the event, including travel time.



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Any existing conditions (e.g. asthma, epilepsy, disabilities, low blood pressure, diabetes, prone to migraines/fainting/dizziness, depression/anxiety):

.....
.....

Any previous surgeries and hospitalisations:

.....
.....

Please provide details of any medical insurance

Name of insurance company:

.....

Insurance policy number:

.....

Please let us know if there is anything else that you think we need to know in order to ensure that your child is safe, protected, and well cared for able to participate fully:

.....
.....
.....
.....
.....
.....
.....

This information must be completed before the child leaves for the trip/event. It will be kept by MASINYUSANE and/or the accompanying adult (delete if not appropriate).

Emergency contact details:

.....

Name:

.....



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Contact Number:

.....

Address:

.....
.....

Alternative Contact:

.....

Name:

.....

Contact Number:

.....

Address:

.....
.....
.....

If at any time you are concerned about the safety or protection of your child, please contact the MASINYUSANE Child Safeguarding Focal Point

Permission to Administer Common Drugs (Please tick as appropriate):

Please indicate below if you give your consent to your child being administered common drugs such as Advil, Tylenol, and Aspirin etc. for common ailments (headaches, stomach aches etc.).

For more serious illness, your child will be taken to a qualified doctor.

- I/we give my/our consent for my/our child to take common drugs such as Advil, Tylenol, Aspirin etc. if in need for common ailments.
- I/we DO NOT give my/our consent for my/our child to take any common drugs for any common ailment.



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Appendix 4: Safer Recruitment Checklist

This checklist is designed to be followed for the safer recruitment of posts for recruitment of posts. It is recognised that recruitment can never be totally 'safe'. The aim of safer recruitment is to put in place a number of actions that, together, aim to reduce the chances of employing the 'wrong' person. In some countries it may be difficult to fully comply with all areas of the checklist – for example, getting references may not be feasible, or police checks may be easily forged. Similarly obtaining copies of qualifications may be impossible, particularly if applicants have moved several times or have had to leave their country (for example, refugees).

Not being able to comply with one aspect of the checklist does not mean that the appointment cannot proceed. An overall assessment of the information available needs to be made.

However, in case of doubt, the person concerned must not be hired. Where the checklist cannot be complied with then this must be recorded on HR files. Copies of all checks and references must also be retained. The Safer Recruitment procedures also apply to standing volunteers who will be working on a regular basis with MASINYUSANE.

Recruitment & Selection

Profile	Decide what skills and knowledge are needed to safely work with children and include these within the profile.
Advertisement	Include a clear statement about an organisation's commitment to safeguarding children.
Interview Questions	Include at least one question that relates to child safeguarding.



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Employment History Always ask for information about previous employment and obtain satisfactory explanations for gaps in employment (e.g. maternity leave, sick leave).

Pre-Appointment

Reference Checks Two references must be provided including one from the current or most recent employer, or most recent academic referee. All references should always be sought and obtained directly from the referee using only a business email address, postal address or landline number and written from a supervisor. Open references (e.g. candidate providing a written reference) are not sufficient.

Proof of identification Verify a candidate's identification as predatory offenders may provide false information - including a false identification - to secure a job.

Qualification & registration checks

Verify that candidates have actually achieved the given or stated qualifications.

Police Check The decision to request a police check needs to be made with a regard to whether the post requires access to children. Note that some countries have a database of offenders/people who are not suitable to work with children. If this exists, then it should be checked. If a police check returns with a conviction then the Country Representative, in consultation with the Child Safeguarding Focal Point, HR colleagues and the Risk Management Advisor, need to decide whether to proceed with the appointment. Having a conviction does not necessarily mean that the person cannot be appointed; it depends on the offence (although any conviction for mistreatment/abuse of a child will lead to a decision not to hire the person). It is recognised that it may be difficult to obtain police checks and references in some operating contexts, or their reliability may be questionable. No one check will ever be a total guarantee of someone's suitability for working with children. Country offices need to take a pragmatic view and put in place additional steps when background checks cannot be obtained. For example, ensuring that more than one person works with children at a time. Where police checks/references raise concerns about the suitability of someone to work with children, this needs to be carefully considered before deciding to proceed with the appointment. Explanations for the decision to proceed with an appointment must be thoroughly recorded in HR files. In case of doubt, the candidate must not be hired.

Self-Declaration and Code of Conduct

All candidates must sign the code of conduct, including the section confirming they are safe to



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work with children.

Post-Appointment

Probation periods should be used to actively assess the employee's suitability for the job or voluntary activities. Terms and conditions including the duration of the probationary period will depend on the employment laws in-country, but ideally should be at least three months.

Induction Briefing/ updates on the Child Safeguarding and Child Protection Policy must be done.

Appendix 5: Child Safeguarding Focal Point

Roles and Responsibilities of the Child Safeguarding Focal Point

To support the country operations with the day to day implementation of the Child Safeguarding and Child Protection Policy.

Specific duties include:

- To act as the main point of contact within the organisation for child safeguarding;
- To ensure that staff and partners are aware of the Child Safeguarding and Child Protection Policy and their responsibilities under it (for example by providing training and guidance);
- To advise and support staff and partners with the implementation of the safeguarding policy – including risk assessments;
- Establish links with local specialist child welfare, health and law enforcement contacts in order to have information available if an incident occurs and/or external advice is needed;
- Ensure that the safeguarding policy and our commitment to children's rights are made known to children, families and communities who work with MASINYUSANE, and that the policy is accessible;
- Ensure that the name and contact details of the Child Safeguarding Focal Point are made available, so that people know how to raise a concern/where to seek advice;
- To act as first point of contact for concerns regarding child protection incidents and to raise those concerns to the Senior Manager as appropriate;
- Keep an accurate record of any incidents;
- To support the implementation and monitoring of the Child Safeguarding and Child Protection Policy by providing an annual progress report, together with a plan for further action required to implement the Policy at local level.

Suggested Skills and Characteristics:

- Have knowledge and experience about child safeguarding and child protection;
- Have respect and authority within the country office so that their opinions are valued;
- Be approachable, with good communication skills with adults and children;
- Be able to keep calm when a concern is raised, especially if a child needs assistance;



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- Be able to work with others to ensure that the policy is implemented, and respond where a child protection incident occurs;
- Commitment to safeguarding children and upholding their rights – together with the ability to advocate for and defend safeguarding;
- Training and presentation skills;
- Be able to keep information confidential.



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