

# **Child Safeguarding and Protection Policy 2025**

**The Parish of St John the Evangelist  
Wynberg  
Cape Town**

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## 1. INTRODUCTION

This Child Safeguarding and Protection Policy covers all aspects of the work done by the six churches of The Parish of St John the Evangelist, Wynberg (St John's Parish):

- *St John's Church, Wynberg*
- *Christchurch, Kennilworth*
- *St Philip's Church, Ottery*
- *St Luke's Church, Diep River*
- *Emmanuel Church, Wynberg*
- *Church of the Holy Spirit, Kirstenhof*

St John's Parish is described as Anglican, evangelical, charismatic, and missional. St John's Parish is part of the global Anglican communion through the Anglican Church of Southern Africa (ACSA), which has a commitment to child protection and safeguarding (ACSA Charter for Safe and Inclusive Church). For the governance structure of St John's Parish, please refer to the Governance Chart ([Appendix A](#)) and for more detail, St John's Parish Wynberg Descriptive Document. The Parish Council is the governing body for the churches, and the Parish Council Executive (PCE) carries out the decisions of this governing body.

This policy applies to 'all who engage in public or private ministry in the church, whether formally authorized by ordination or licensing, or elected as a lay official, or informally recognised as having authority or influence over others in the Christian community. This includes, but is not limited to all Rectors, deacons, all licensed lay ministers, wardens, parish councillors, pastorate members, children's workers, sides-persons or hosting teams, counsellors, worship leaders, youth leaders and interns.' (ACSA 2011). We will collectively refer to this group as the '*staff and volunteers*' of St John's Parish, who in their various roles and capacities, lead the ministry and mission of the Parish.

St John's Parish wants to create safe and positive environments for children and is committed to safeguarding them and protecting them when they are at risk of harm. Although no standards or processes can offer complete protection for children, implementing this policy helps to minimise the risk of abuse and exploitation of children.

This Policy clarifies what St John's Parish requires in relation to the protection of children. It sets out standards of behaviour for all staff and volunteers when they are around children, and what to do if they notice, or are told about, inappropriate behaviour in others. It moves the churches of the Parish towards best practice and deters those who would wish to abuse children from joining the staff and volunteers.

Jesus takes children seriously:

*'And whoever welcomes one such child in my name welcomes me. If anyone causes one of these little ones to stumble, it would be better for them to have a large millstone hung round their neck and to be drowned in the depths of the sea.'* Matthew 18:5-6.

It follows that those seeking to follow this teaching should want to protect children and promote their wellbeing and development.

The Parish of St John the Evangelist believes that:

- All children and young people are precious, being created, loved and known by God.
- All children and young people have equal rights to protection from abuse, irrespective of race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or birth.
- Exploitation and inequalities should be challenged.
- All children and young people should be encouraged to fulfil their potential.
- The welfare of children and young people is paramount.
- The church is called to bless our world through right actions.

The Parish of St John the Evangelist commits to:

- Promote a safe and inclusive culture for children. It is never acceptable for a child to experience abuse or exploitation of any kind.
- Listen to, believe in and act for children.
- Work with children to find ways to protect them from harm.
- Work towards what is best for every child.
- Train & equip all who minister and have influence within the church to have the confidence and skills to recognize and respond to abuse.

### **Acknowledgements**

This Policy upholds the Constitution of South Africa and acknowledges the following laws, standards and practices that provide for the protection and rights of children:

- [The Constitution of South Africa, 1996, the Children's Act, 38 of 2005, \(including the Children's Amendment Act, 41 of 2007\)](#)
- The Criminal Law (Sexual Offences and Related Matters) Amendment Act, 32 of 2007
- The Prevention and Combating of Trafficking in Persons Act, 7 of 2013
- [The United Nations Convention on the Rights of the Child, 1989](#)
- [African Charter on the Rights and Welfare of the Child, 1990](#)
- [The ACSA Charter for a Safe & Inclusive Church](#)
- [The ACSA Pastoral standards, Values & Practices](#)
- The Connect Network Child Protection & Safeguarding Quality Improvement module
- Children Church & the Law, Erica Greathead 2017.

## 2. WHAT IS THE PROBLEM WE ARE ADDRESSING?

St John's Parish recognises the often-vulnerable circumstances of women and children in our city and across the African continent. The Parish is aware of the context of high rates of gender-based violence, a factor associated with child abuse.

- 42.2% of children have experienced sexual abuse and maltreatment in South Africa. Perpetrators of violence and abuse are often people children know, or who hold a position of power (L. Artz, 2016 Final Report of the Optimus Foundation Study, Safer Spaces, SA).
- 44.6% of child homicides/ deaths in South Africa are due to abuse and neglect, including abandonment (S. Matthews, 2012 Medical Research Council SA).

St John's Parish is aware of the risks in churches for abuse of the trust placed in them and acknowledge that there have been instances where the church has failed to protect children from harm or remained silent when they were aware of abuse taking place. St John's Parish believes that the church is called to model the way to combat this injustice. This policy is a vital step in taking children's welfare seriously and helping the church to do better when it comes to safeguarding and protecting children from harm.

### Definitions of terms.

In South Africa, a **child** is any person below the age of 18 years (Section 28 of the Constitution of South Africa, 1996).

### Child Abuse

The World Health Organisation (WHO) defines [child maltreatment](#) as:

**“All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.”**

The main types of abuse are described in the South African Children's Act 2005:

- **Physical** – could involve hitting, kicking, shaking, slapping, poisoning, pinching, whipping, scalding, suffocating or otherwise causing physical harm to a child.
- **Sexual** – may include coercing a child to engage in unlawful sexual activity, exploiting a child in sexual prostitution or pornography.
- **Emotional** - could involve degrading, humiliating, restricting movement, scape-goating, scaring, threatening, ridiculing, or other non-physical forms of hostile or rejecting treatment.
- **Neglect** – may include the failure to provide for the child's development, to properly supervise and protect children from harm, as much as is feasible.
- **Spiritual abuse** occurs when a spiritual leader or someone in a position of spiritual power or authority (whether organisation, institution, church, or family) misuses their power or authority, with the intention of controlling, coercing, manipulating, or dominating a child.

Spiritual abuse is often about the misuse of power within a framework of spiritual belief or practice in order to meet the needs of the abuser (or enhance his or her position) at the expense of the needs of the child. It can come from misguided beliefs around a particular teaching or practice.

**Safeguarding** refers to ways of creating safe environments for children and through introducing a culture of awareness, other vulnerable groups. It encompasses preventing harm to children's health or development, and ensuring children grow up with the provision of safe, effective care and can thrive.

**Child Protection** refers to protecting children from the risk of abuse, exploitation, harm, and neglect.

We acknowledge that although 'safeguarding' is the term used globally, the term 'child protection' is better understood in our context, for example within DSD, SAPS etc.

### **3. WHAT ARE WE INTENDING TO DO ABOUT IT?**

#### **3.1 Risk Assessment and Mitigation**

It is mandatory for each church to complete a Risk Assessment on Child Safeguarding and Protection for all aspects of their work and record the actions taken to mitigate the risks identified. [Available for download Risk Matrix Template \(Appendix B\)](#). The risk assessment should be reviewed annually and all staff and volunteers updated on any changes.

Each church must put together a list of local organizations and contact numbers relevant to Child Safeguarding and Protection, information, and support, including statutory referral agencies [\(Appendix C\)](#). This should be kept in an accessible location for emergency reference and updated annually.

#### **3.2 Child Protection Officer (CPO)**

Each church must appoint one or more Child Protection Officer(s). This person(s) may be a warden, but not the Associate Rector. It is better for accountability and transparency for this person to be outside of governing structures. The appointment must be approved by pastorate. The CPO is accountable to the Associate Rector, wardens and pastorate.

The CPO has responsibility for promoting awareness of Child Safeguarding and Protection Policy, Protocols and Guidelines.

The name and contact details of the CPO must be displayed publicly at the church and/or website. The contact for the CPO could be a church email address.

The CPO should be the first point of contact if a child protection concern arises. The CPO is responsible for referring people to the appropriate agency during such an incident.

The CPO must report any concern or allegation regarding a member of staff or volunteer to the Parish Rector and lead CPO within 24 hours. The Parish Rector will then report the concern to Safe and Inclusive Churches within 24 hours. This process will be alongside any criminal report or investigation.

The PCE must nominate a Lead Child Protection Officer (Lead CPO), who is then appointed by the PC. This person can be one of the CPOs from the churches. The Lead CPO is responsible for ensuring that each church appoints a CPO and can implement the Child Safeguarding and Protection Policy, Protocols and Guidelines. The Lead CPO is accountable to the Parish Rector and PC.

The specific roles and actions of the PCE, lead CPO, CPO, Associate Rector, and other staff and volunteers with regards to child protection are detailed in 'The Table of Specific Management Responsibilities' [\(Appendix D\)](#).

### 3.3 Screening and Recruitment

An important way to protect children from harm is to take great care with the recruitment of staff and volunteers. All those involved in the recruitment process should be trained in child protection. The Associate Rectors and wardens are responsible for ensuring that the recruitment process includes the necessary screening and checks outlined in the table below.

Job Application Form	Documentation
<p><b>Staff</b> - Check that applicants are over 18yrs. Ensure that applicants complete an application form. Inform the applicant that references, register checks and police clearance will be required for the role. Check the applicant’s social media profiles for any questionable comments or behaviour</p>	
<p><b>Volunteers</b> - Check that volunteers are over 18yrs. Check that volunteers regularly attend church for a minimum of two months. Volunteers are required to fill out a short application form to communicate their basic details. Inform volunteers that references and register checks will be required for the role. Police clearance is desirable. Check the applicant’s social media profiles for any questionable comments or behaviour.</p>	<p>Application for Volunteer Role and Reference Request <a href="#">(Appendix F)</a></p>
<p><b>References</b></p>	
<p><b>Staff</b> - Ask applicants to provide three references who have known the applicant for at least five years. The referees should be responsible adults, preferably at least one a former employer. No reference should be a close friend or relative.</p>	<p>Request for Reference <a href="#">(Appendix E)</a></p>
<p><b>Volunteers</b> - Ask volunteers to provide two references, responsible adults who have known the volunteer for two or more years. No reference should be a close friend or relative.</p>	<p>Application for Volunteer Role and Reference Request <a href="#">(Appendix F)</a></p>
<p><b>Interviews</b></p>	
<p><b>Staff</b> - Organise a minimum of the Associate Rector/ warden and one pastorate member to interview applicants before any offer of work is made. The following questions should be asked during the interview:</p> <ul style="list-style-type: none"> <li>• <i>Why do you think it is important for the church to prioritise the safety of children that it works with?</i></li> <li>• <i>How do you think the church can best ensure that children are kept safe?</i></li> </ul> <p>Explain that offer of employment is subject to satisfactory references, register and police checks, signed adherence to self- declaration and commitment to Child Safeguarding and Protection Policy and procedures.</p>	
<p><b>Volunteers</b> - Have an informal interview with the Associate Rector/warden/pastorate member and children’s/ youth ministry</p>	

<p>leader. Ask them to complete the application for volunteer role and reference request.</p> <p>Explain that before they can serve, volunteers must complete satisfactory references, register checks, signed adherence to self-declaration and commitment to Child Safeguarding and Protection Policy and procedures. Request police check if possible.</p>	
<p><b>Self-Declaration</b></p>	
<p><b>Staff</b> - Ask applicants to sign to say that they do not have any history, criminal or civil, of child abuse; any history of other criminal convictions and details; and that their names do not appear on Part B of the National Child Protection Register or the National Register for Sex Offenders.</p>	<p>Self- Declaration Form <a href="#">(Appendix G)</a></p>
<p><b>Volunteers</b> - Ask volunteer to sign to say that they do not have any history, criminal or civil, of child abuse; any history of other criminal convictions and details; and that their names do not appear on Part B of the National Child Protection Register or the National Register for Sex Offenders.</p>	
<p><b>Register Checks</b></p>	
<p><b>Staff</b> - Organise screening of applicants by asking them to complete the National Department forms to check their names do not appear on the National Child Protection Register, the National Register for Sex Offenders. Organise a Police Check. Each church should cover the costs of these checks. The Guardian has regular screening days with connect network.</p>	<p><a href="#">Form 30</a></p> <p><a href="#">Form 7a</a></p>
<p><b>Volunteers</b> - Organise screening of applicants by asking them to complete the National Department forms to check their names do not appear on the National Child Protection Register, the National Register for Sex Offenders. Request the volunteer to organise a Police Check, if possible, or organise one through the church.</p>	
<p><b>Appointment</b></p>	
<p><b>Staff</b> - Judge an applicant’s suitability to work based on their declarations, references and interview. Failure to complete the checks or references, any declaration of child abuse or certain criminal convictions or being on any of the two registers mentioned above <b>will immediately disqualify</b> the applicant. Any concern raised on the references will likewise disqualify the applicant.</p> <p>Spiritual discernment by the Associate Rector/ senior leadership, through prayer, must be a part of the appointment decision, in addition to the checks described in this policy.</p>	
<p><b>Volunteers</b> - Judge the volunteer’s suitability to work based on their declarations, references and informal interview. Failure to complete</p>	

<p>the checks or references, any declaration of child abuse or certain criminal convictions or being on any of the two registers mentioned above <b>will immediately disqualify</b> the volunteer. Any concern raised on the references will likewise disqualify the applicant.</p> <p>Spiritual discernment by the Associate Rector/ staff who interview the volunteer, is important in addition to the checks described in this policy.</p>	
<b>Probation</b>	
<p><b>Staff</b> - Put in place a probation period of three months and review throughout and at the end of the three months. Police clearance should be received by the end of probation period. New staff should be introduced formally to the congregation so that they can be accountable, supported and prayed for in their ministry. Staff pictures and contact details should be displayed on the noticeboard and/or website.</p>	
<p><b>Volunteers</b> - Put in place a settling-in period for volunteers, and review throughout and at the end of the three months. Volunteers should be introduced formally to the congregation so that they can be accountable, supported and prayed for in their ministry. Volunteer names and roles should be displayed in such a way that they can be identified by the congregation.</p>	
<b>Induct and Train</b>	
<p><b>Staff</b> - Familiarise staff with the Child Safeguarding and Protection Policy and Code of Conduct with Children and ask them to sign in acceptance. Keep their forms securely with the HR records. Ensure that appropriate training and support regarding child protection is in place.</p>	<p>Commitment to Child Protection <a href="#">(Appendix H)</a></p> <p>Code of Conduct with Children <a href="#">(Appendix I)</a>.</p>
<p><b>Volunteers</b> - Familiarise staff with the Child Safeguarding and Protection Policy and Code of Conduct with Children and ask them to sign in acceptance. Keep their forms securely with the HR records. Ensure that appropriate training and support regarding child protection is in place.</p>	

**Regular Screening of staff and volunteers**

According to the Children’s Act 2005, register checks must be repeated annually, but common practice is to repeat register checks and police clearance biannually for all staff and volunteers. Register checks need to be up to date and kept by each church with HR. Associate Rectors and wardens are responsible for this with assistance from the CPO.

### **3.4 Code of Conduct with Children**

St John's Parish expects everyone to treat children with respect and dignity, abiding by its Code of Conduct with Children ([Appendix I](#)).

The church should be raising awareness about child protection and safeguarding with its congregation and the details of the Child Safeguarding and Protection Policy made available to the public, from the church office or on the website.

St John's Parish staff and volunteers must be given a copy of the Code of Conduct with Children (in the Child Safeguarding and Protection Policy), to say they have read it, will respect it, and understand that action will be taken where its provisions are broken.

If the Code of Conduct with Children is broken in any way, the person involved will be disciplined and may lose their job or their voluntary work. Staff and volunteers will not be disciplined or dismissed for *reporting* suspicious behaviour, even if those suspicions are not found to be justified, so long as the reporting is done in good faith. The Disciplinary Procedures are detailed in St John's Parish the Evangelist Descriptive Document and the ACSA Canons 36 to 41, and the practical procedures found in the ACSA Pastoral Standards, Values & Practices.

### **3.5 Working with Partners**

Partners of St John's Parish must be inducted regarding the Child Safeguarding and Protection Policy and Partner Code of Conduct ([Appendix J](#)). Partners must be supervised by St John's Parish staff and volunteers. Partners include all external people working with the Parish of St John's, e.g. volunteer groups, short-term contractors, NGO's, churches, donors, or partner organizations.

Partners do not include separate entities that share church facilities but work independently. In these cases, the agreement between the organization and the church must call for high standards of child safeguarding and protection as their work can impact the church through association.

Supervisors should ensure that:

- Partners understand our Visitor Code of Conduct and are made aware of the Child Safeguarding and Protection Policy and where to find a copy i.e., website/ file at reception.
- Partners sign acceptance of the Visitor Code of Conduct and understand that action will be taken in cases of any misconduct.
- The name and contact details of the Child Protection Officers are accessible to partners.
- Partners are aware of situations that may present child protection or safeguarding risks and minimize the risks as far as possible.

### **3.6 Training**

St John's Parish commits to ensure that all staff and volunteers and children themselves understand the importance of child protection and safeguarding.

St John's Parish commits to:

- Provide staff and volunteers with a copy of the Child Safeguarding and Protection Policy and ensure they sign the Commitment to Child Protection ([Appendix H](#)).
- Provide regular training for staff and volunteers on understanding and implementing the Child Safeguarding and Protection Policy, delivered by the Child Protection Officers or Associate Rector/ warden.
- Provide advanced training and support for Child Protection Officers and Associate Rectors/ wardens/ staff in Children’s & Youth Ministry, on all aspects of child protection and safeguarding including reporting and responding to concerns or allegations, by teams with experience in the South African Context i.e. The Guardian, Ezrah Community Training and Development, Sikunye, Arise
- Offer further training for specific contexts.
- Provide child-friendly information accessible to children i.e. a poster or workshop.
- Consider training needs within their budget allocations, including First Aid training with a SETA accredited training company (required by the Department of Labour).

### **3.7 Safe Programme Design**

St John's Parish wants to ensure that its activities and programmes are safe for all participating children. This requires that:

- All reasonable care should be taken when planning and facilitating activities and programmes.
- A risk assessment must be completed and actions taken to mitigate the risks. The assessment must be updated annually.
- Special activities like camps and outings must have a specific risk assessment carried out in advance of the activity.
- Youth leaders must be over 20yrs when working with children of 16-18 yrs.
- Volunteer ‘leaders’ younger than 18yrs will be considered as children. They may assist in the leadership of younger children under adult supervision.
- All equipment being used should be checked and deemed safe and suitable for the activity and the children participating.
- First Aid kits should be available and fully stocked.
- Children & Youth staff and volunteers should have up-to-date training in First Aid and there should be one qualified first aider present during activities.
- Church health and safety procedures must be followed.
- Parents/ legal guardians must give sign a consent form for their child to take part in the activity, indemnifying the church from any claim for injury, illness, loss, or damage to any person during the activity ([Appendix K](#)). This applies to the regular Sunday/ weeknight gatherings and all camps or outings.
- A registration form must be completed for all children attending groups and activities recording details of medical conditions, and/or allergies/ special needs and parents’ contact details.
- A register of children’s names and attendance should be available at all gatherings.

- Parents/ guardians must be given appropriate information about the activities/ programme, to ensure that everyone understands the risks and can make an informed decision about participation.
- Every effort should be made to make activities inclusive for children with disabilities.
- Adult to child ratios must be observed ([Appendix L](#)). The ‘two adult rule’ states that two or more adults must be present with the children. No adult should be left alone with a child in a space where they cannot be seen or heard, or for any length of time. If there is an occasion to talk with a child privately, ensure that you are still visible to other adults and that the door is left open.
- Child-friendly safety awareness, where children are consulted and can access information, should be a part of any programme.

### 3.8 Transport

- Parents/guardians must give written permission for their child to be transported, indemnifying the church from any claim for injury during travel.
- All journeys should be carried out with the knowledge of the Children's/ Youth worker and the parent/ guardian.
- The vehicle should have up-to-date insurance covering 3<sup>rd</sup> party claims and adequate vehicle maintenance. A copy of the driver's licence and evidence of insurance must be obtained prior to travel.
- Seatbelts, where available, must be worn at all times.
- It is preferable to have two adults travelling in the vehicle when the children are being transported.
- Drivers should adhere to all the rules of the road to ensure the safety of the children being transported.
- No child should be left alone at the collection or dropping off point.
- Ensure that children are collected by an appropriate adult or appropriate communication is made with the parent/ guardian e.g. on WhatsApp or call.

### 3.9 Communication

St John's Parish Communication Guidelines have been written to clarify what constitutes appropriate and inappropriate use of written, visual, and verbal information relating to children ([Appendix M](#)).

The purpose of these guidelines is to:

- Protect children from being identified by those who may wish to harm them (Protection of Personal Information Act, 4 of 2013.)
- Enable St John's Parish to control confidential information regarding children, to control the distribution of data, information, and visual Images and to prevent the presentation of degrading images of children through the organisation's publications, website, and/or social media platforms.
- Allow children to know what rights they have regarding the use of information that relates to them, and when to speak out if they feel uncomfortable.

The Communication Guidelines apply to all forms of communication:

- Written information (Personal Information, HR records, WhatsApp, emails, documents etc)
- Social Media (Facebook, Instagram, snapchat, Writing or commenting on a blog, discussions on web forums/ message boards etc)
- Visual Information (Photos, mobile phones, CCTV etc)

### **3.10 Technology & devices**

Accessing inappropriate sites including pornographic sites, dating sites, pirated material or age-inappropriate material is not allowed on the church property or during church related activities by any person.

Any adults accessing such material will be asked to stop and can be asked to leave the premises or programme. Any child found to be accessing such material should be asked to stop and their parent/ guardian informed. Staff and volunteers accessing such material are in breach of the 'Code of Conduct with Children' and ACSA Standards, Values & Practices and should step down from leadership immediately. Disciplinary procedures must be followed. In addition, referrals can be made for appropriate pastoral care and/or addiction support programme.

As part of the church's commitment to create safe spaces that promote wellbeing for all and discourage predatory behaviours, consider implementing the following:

- Lock down networks at the router level (parental settings)
- Install software on all church-owned devices, e.g. Qustodio/ Mobicip
- Risk Assess Wi-Fi access & church devices
- Ask for advice and support from specialist company i.e. Techbear.online.
- Raise awareness and create a culture of accountability around online safety and related issues.
- Provide information as to where to go for help if someone is struggling with online addictions

#### ***Communication***

Where possible, staff and volunteers should use the church phone number or WhatsApp rather than personal mobile numbers when communicating directly with children. Parental consent should be obtained before communicating directly with a child on WhatsApp or social media. WhatsApp groups are preferable to individual messaging. Messages or conversations that raise concerns should be saved and passed onto the CPO or Associate Rector.

Written consent must be obtained from the parent/guardian before taking a picture of a child, Visual Image Consent & Release Form ([Appendix N](#)). All images must respect the dignity and self-worth of the child and must adhere to all the conditions specified in the Communication Guidelines ([Appendix M](#)).

When a worker's mobile phone is used to take pictures of children, images must be deleted from personal devices and stored on church accounts under password protection.

Any recording using personal devices or CCTV must be in public places. If CCTV is in operation, footage will be securely stored and accessible only to authorized staff and volunteers. Any parent or guardian can request access to footage in which they or their child are identifiable.

## 4. HOW DO I REPORT AND RESPOND TO A CONCERN?

### 4.1 General Procedure

Because of the serious nature of child abuse, St John's Parish considers **everyone** to be responsible for reporting a child protection concern or allegation of child abuse, should they believe it to be so.

**The safety of the child is always paramount. In emergency cases where serious physical or sexual abuse has taken place, the child must receive adequate medical and emotional care as soon as possible i.e. SAPS or hospital/clinic.**

One must report to the Child Protection Officer if:

- A child discloses to you that they are being abused
- Someone discloses to you a child protection concern or allegation of child abuse
- You suspect a child protection concern or child abuse
- You witness a child protection concern or child abuse

Report all child protection concerns or allegations of abuse **as soon as possible** to the CPO or the Associate Rector if the CPO is not available. It is not the responsibility of St John's Parish staff and volunteers to decide whether abuse has occurred, or whether a report to the authorities is necessary. The CPO must record the concern using the Incident Report Form, either the paper or google form version ([Appendix O](#)). The CPO will assess the concern and take appropriate action. Please refer to the Reporting Procedure Flow Diagram ([Appendix P](#)).

If the child protection concern or allegation of abuse involves child abuse, neglect, or a child in need of care as defined by the Children's Act, 38 of 2005, Chapter 9, Section 150, then the CPO will refer as soon as possible to the local Designated Child Protection Organisation as soon as possible. This could be the Department of Social Development, Child Welfare, Badisa or ACVV depending on your location. Either the CPO or the statutory agency can fill out the referral [Form 22 'Reporting of Abuse or Deliberate Neglect of a Child'](#).

If the child protection concern or allegation of abuse concerns a child who is not connected to St John's Parish, the case will be referred to the child's local designated Child Protection Organisation or the SAPS as soon as possible.

If the child protection concern or allegation of abuse does not involve physical or sexual abuse or serious neglect, the CPO will refer the child for support and work to strengthen the child's support system and protective behaviours. See the details of local support organisations ([Appendix C](#)) e.g. school counsellors, social workers, health services, SASSA, NPO's, Church network etc.

In the case where a referral to a statutory agency is made, The CPO must follow up with the child and hold the designated Child Protection Organisation accountable. If the response from the statutory organization is not satisfactory, the CPO can hold them accountable by raising concerns to the management of the organization or ultimately the Regional Manager for Metro South DSD Child Protection Manager on 021 7636200.

The needs of the child under the Children's Act 2005 come above all other considerations. There may be further risk of harm to the child following disclosure if they return to their home environment. In this case the CPO should accompany the child to meet the social worker with the referral. It is good trauma-transformed practice to offer ongoing pastoral support to the child to promote their wellbeing and healing.

If the child protection concern or allegation of abuse implicates a St John's Parish staff or volunteer, it must be reported to The Parish Rector and the Lead CPO within 24hrs. See section 4.2 for details of the reporting process.

**If a child discloses abuse:**

**DO:**

- Listen
- Remain calm
- Believe the child, and show them acceptance, care, and respect
- Take into account the age and level of understanding of the child
- Offer reassurance that telling someone is the 'right thing to do.'
- Only use open questions (open questions begin with the words who, what, where, and how. Open questions cannot be answered with a 'yes' or a 'no.')
- Be aware that the child may have been threatened or bribed not to tell anyone.
- Check what the child hopes will happen because of the disclosure
- Tell the child what you are going to do next

**DO NOT:**

- Make promises that cannot be kept
- Investigate
- Make assumptions and alternative explanations
- Do not deal with or question the alleged perpetrator/s.
- Do a physical or medical examination

**4.2 If the allegation or incident involves the Rector or a St John's Parish staff or volunteer.**

- The immediate safety and welfare of the child must come first. A form 22 should be submitted based on the allegations and inform the local designated Child Protection Organization or SAPS.
- Follow the Reporting Procedure Flow Diagram ([Appendix O](#)).
- If the child protection concern or allegation of abuse involves
  - ★ The Rector: inform the CPO, who will inform the Parish Rector and Lead CPO within 24hrs.
  - ★ A staff member or volunteer: inform the CPO and the Rector, who will inform the Parish Rector and Lead CPO within 24hrs.
  - ★ A CPO: inform the Associate Rector, who will inform the Parish Rector and Lead CPO within 24 hrs.

- ★ The Parish Rector: inform the Lead CPO, who will inform all the other Associate Rectors.
- The Parish Rector must report to the Safe and Inclusive Church within 24 hours.
- In the case that the Parish Rector is the subject of the child protection concern or allegation of abuse, the other Associate Rectors will inform Safe and Inclusive Church within 24 hours.
- The Lead CPO will engage with the Parish Rector/ PCE on what investigation is needed.
- The Parish Rector must begin an investigation into the child protection concern or allegation of abuse within seven days. The investigation will be carried out in accordance with disciplinary procedures in ACSA Canon Law.
- The alleged perpetrator should be informed that an accusation has been made against them within seven days, and they must respond within seven days.
- The alleged perpetrator must be suspended whilst the investigations are underway and until an outcome has been reached. If the alleged perpetrator is a salaried employee, two weeks paid leave will be given.
- If found guilty, the alleged perpetrator must be dismissed immediately, or if in a voluntary role step down immediately.
- If found innocent, the investigation committee should meet to discuss the way forward.
- If the outcome is inconclusive, the investigation committee decides whether it is safe for the alleged perpetrator to continue, be redeployed or dismissed.

#### **4.3 Disciplinary Procedures for Misconduct**

The disciplinary procedures of St John's Parish are outlined in the St John's Descriptive Document and in the ACSA Pastoral Standards, Values & Practices. The St John's Descriptive Document and ACSA Pastoral Standards apply to all staff and volunteers. The Diocese refers to ACSA Canons 36 to 41, which could apply to Parish staff. . Every person against whom a child protection concern or allegation of abuse is made will be treated with dignity and respect.

Misconduct towards a child and any form of child abuse are considered profoundly serious, and if found guilty in a disciplinary hearing, can result in immediate dismissal. In the case of voluntary positions, the person would step down from their role and would not be eligible for any further form of leadership.

#### **4.4 Responding to those within the church's congregations who may present a known risk to children.**

The church welcomes all to worship Jesus and therefore extends pastoral care and support to those within a congregation who may present a known risk to children, including those with past criminal convictions of child abuse or other credible concerns. In these instances, a careful, sensitive and confidential risk assessment must be carried out by the Associate Rector, the Child Protection Officer and the Parish Rector. A confidential Safeguarding Covenant Agreement should be established, setting out clear boundaries for behavior, such as never being alone with children and not participating in any ministry to children.

The following actions are strongly recommended:

- A small group of people commit to confidentially support, offer friendship and monitor the individual.
- Ensure that the individual does not take up any position of leadership within the church.

This should lead to a situation where individuals posing such risks are closely monitored and supported to lead a fulfilled life through the redemptive power of the gospel. The church is then playing a role in reducing future risks to the wider community.

## **5. HOW DO WE KNOW WE ARE BEING EFFECTIVE?**

The Child Safeguarding and Protection Policy and procedures will be reported at the annual Parish Vestry meeting by the PCE co-ordinated by the Lead CPO.

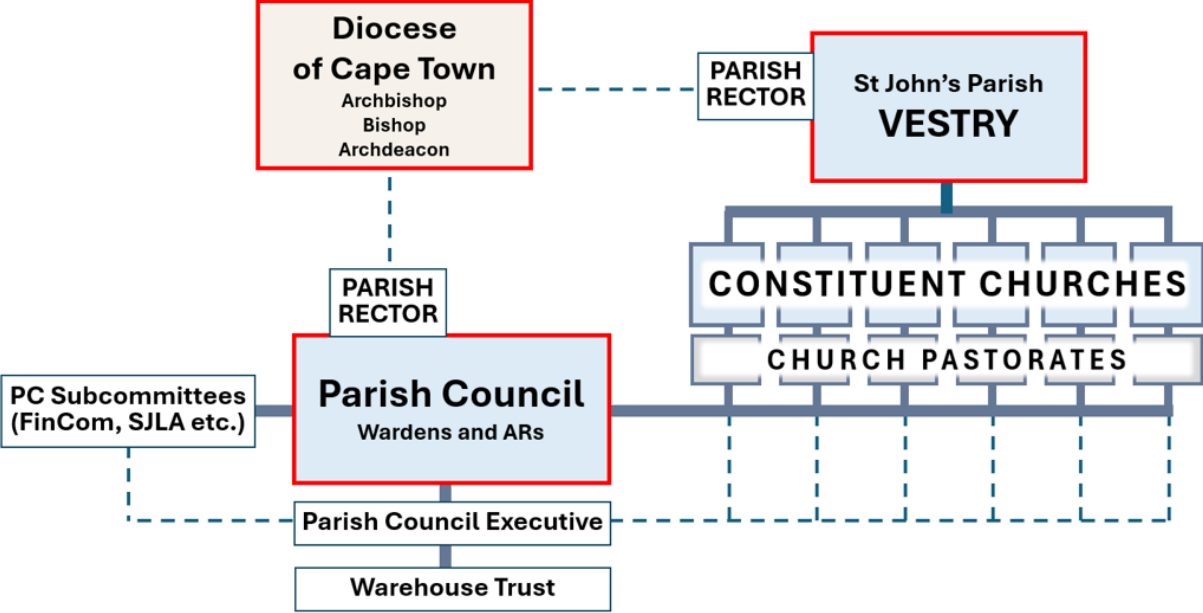
In addition, the Policy and Procedures should be reviewed at least every two years by all the CPOs together with the Parish Rector. Any incidences of child protection should be discussed and reviewed in terms of what went well/ what didn't work/ how can we do better?

PCE must commission an external audit of child protection processes by a credible auditor every 5 years.

## Table of Appendices

<b>A</b>	<b>Governance Chart (St John's Parish)</b>
<b>B</b>	<b>Risk Assessment</b>
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The Parish of St John the Evangelist Governance Chart (Appendix A)



## Risk Matrix (Appendix B)

With each risk that you identify, decide how likely it is to happen and what the impact will be on children. The color of that risk can be recorded in the Risk Assessment. Any risk that comes out red or orange requires immediate or urgent action. Red or orange indicates an unacceptable level of risk for children requiring changes in the environment, behavior, or management of the situation.

<b>Likelihood</b>	<b>Probable (4)</b>	Risk Will Occur				
	<b>Likely (3)</b>	Risk Will Occur				
	<b>Possible (2)</b>	Risk Will Possibly Occur				
	<b>Unlikely (1)</b>	Risk Unlikely to Occur				
			<b>Negligible (1)</b>	<b>Minor (2)</b>	<b>Moderate (3)</b>	<b>Severe (4)</b>
<b>Impact on Children</b>						

### Example Risk Register in Excel.

You need to observe the activity or walk around your venue to identify what the possible risks may be for children. Complete the table using the risk matrix above. This process will need to be updated regularly or whenever there are changes to the venue or programme.

SIMPLE SAFETY RISK REGISTER TEMPLATE								
DATE RAISED	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	LIKELIHOOD LEVEL	RISK/PRIORITY LEVEL	MITIGATION ACTION	PERSON RESPONSIBLE	STATUS
Date the issue was identified	Brief summary of risk	What will happen if the risk is not mitigated or eliminated	Rate 1 Negligible or 4 Severe	Rate 1 Unlikely or 4 Probable	Impact x Likelihood (Address highest first)	What can be done to lower or eliminate the impact or probability or both	Who is responsible?	Is action complete (closed) or ongoing (open)
15/11/20	Gravel ground under jungle gym	Physical injuries to children	4	3	12	Children should not play until gravel is replaced, replace gravel with foam surface, supervision ratio 1 adult to 20 children (3-4 yr olds)	ECD Supervisor	Open

## Local Organizations and Contacts (Appendix C)

NAME	DESCRIPTION	CONTACT DETAILS
Kathy de Smidt	Designated Child Protection Officer, St John's Church, Wynberg	Cell 071 424 5770 Email <a href="mailto:kathy@stjohns.org.za">kathy@stjohns.org.za</a>
CHILDLINE	National Free Helpline	Tel 0800 055 555 Emergency: 116
Our nearest Police Station	SAPS Wynberg	217 991 315 (Child Protection Unit)  10111 Emergency Numbers
Our nearest Hospital	Victoria Hospital	13 Alphen Hill Rd, Wynberg 021 799 1111
Nearest Clinic	Wynberg Clinic	021 444 6613; 2 Lower Maynard Rd, Wynberg
Our closest Department of Social Services (DSD)	DSD Main Office for Safeguarding, Southern Suburbs	021 763 6200; 41 Rosmead Ave, Wynberg, Cape Town, 7800
Our closest Designated Child Protection Organisation	Cape Town Child Welfare Society, Wynberg  For referrals of children	12 Summerly Rd, Kenilworth  Tel: 021 638 3127  <a href="https://helpkids.org.za/contact-us/">https://helpkids.org.za/contact-us/</a>
Counselling Services	Hope House <a href="https://hopehouse.org.za/">https://hopehouse.org.za/</a>	0713283715, Unit 1, Tokai on Main, 2 Burchell St, Tokai
Schools in your area	See our noticeboard - numerous	
NPOs	See Connect Network for information about a collaborative network of NPOs and churches working together for women and children at risk.	<b>t:</b> 021 852 9900 <b>e:</b> <a href="mailto:info@connectnetwork.org.za">info@connectnetwork.org.za</a> <a href="https://connectnetwork.org.za">https://connectnetwork.org.za</a>

## Table of Specific Management Responsibilities (Appendix D)

Responsibility	Action
PC (PCE carries out their decisions)	Undertake appropriate training on child protection
PC	Appoint a Lead Child Protection Officer to assist the Parish Rector
PC	Responsible for providing access to child protection training for all St John's Parish staff and volunteers, including appropriate training for the Child Protection Officers
PC	Commission an external audit of child protection processes every 5 years by a creditable auditor
PC	Organise shared access to Parish child protection digital documents and information
Parish Rector	Undertake appropriate training on child protection
Parish Rector	In the case of an allegation or incident being made against an ordained minister, staff or volunteer, report to safe & Inclusive Churches within 24 hours
Parish Rector	In the case of an allegation or incident being made against an ordained minister, staff or volunteer, lead the investigation process
Parish Rector	In the case of an allegation or incident being made against an ordained minister, staff or volunteer liaise with the Lead CPO
Parish Rector	Organise a review of the Child Safeguarding and Protection Policy & procedures with the CPO's every 2 years
Lead Child Protection Officer	Undertake appropriate training on child protection
Lead Child Protection Officer	Ensure that churches appoint CPO's
Lead Child Protection Officer	Ensure that the local CPO's can implement the Child Safeguarding and Protection Policy in their church
Lead Child Protection Officer	Work with the Parish Rector in ensuring effective implementation of the Child Safeguarding and Protection Policy across the Parish.
Lead Child Protection Officer	Report on child protection to the Parish at the annual Vestry Meeting
Child Protection Officer (CPO)	Undertake appropriate training on child protection

Child Protection Officer (CPO)	Undertake Risk Assessment of church activities regarding children and youth and review annually. Can request assistance from Lead CPO
Child Protection Officer (CPO)	Ensure local organizations' contact information is added to the Child Safeguarding and Protection Policy and available to staff and volunteers at the church
Child Protection Officer (CPO)	Respond to concerns around child protection, working with children/youth staff and volunteers, and ensure that the reporting process is completed according to the Child Safeguarding and Protection Policy, including external referrals
Child Protection Officer (CPO)	Complete Incident Report Form
Child Protection Officer (CPO)	Review Child Safeguarding and Protection Policy with Parish Rector and other CPO's every 2 years
Child Protection Officer (CPO)	Report Associate Rector
Associate Rector (or Warden in the case of interregnum)	Responsible for ensuring the CPO undertakes the risk assessment and updates the local contact information annually
Associate Rector	Responsible for ensuring that screening and recruitment for all staff and volunteers follow the Child Safeguarding and Protection Policy & protocols
Associate Rector	Provide all staff and volunteers with a copy of the Child Safeguarding and Protection Policy and sign the 'Commitment to child protection'
Associate Rector	Responsible for ensuring all staff and volunteers receive a copy of the Code of Conduct with children
Associate Rector	Responsible for ensuring that all staff and volunteers receive appropriate training on child protection
Associate Rector	Respond to any breach of the 'Code of Conduct with Children' by any worker
Associate Rector	Responsible for ensuring that any partners to the church are supervised according to the Child Safeguarding and Protection Policy
Associate Rector	Ensure that all staff and volunteers receive appropriate child protection training
Associate Rector	Support the CPO in responding to child protection allegations or incidents.
Staff and volunteers who have direct contact with children & youth	Ensure all activities involving children and youth are risk assessed and comply with the Child Safeguarding and Protection Policy & Procedures
Staff and volunteers who have direct contact with children & youth	Be up to date in first aid training
Staff and volunteers who have direct contact with children & youth	Respond to disclosures of abuse appropriately and report concerns to the CPO/ Rector

Staff and volunteers who have direct contact with children & youth	Teach children and youth age-appropriate awareness of child protection
All Staff and volunteers	Uphold the Child Safeguarding and Protection Policy and 'Code of Conduct with Children.' Sign the 'Commitment to child protection'
All Staff and volunteers	Comply with the screening requirements in the Child Safeguarding and Protection Policy and sign the Self-declaration Form'
All Staff and volunteers	Follow the Communication Guidelines
All Staff and volunteers	Responsible for reporting any concerns regarding child protection to the CPO
All Staff and volunteers	Attend child protection Training

## Request for Reference (Appendix E)

<i>Name of Applicant</i>	
<i>ID number</i>	
<i>Post applied for</i>	
<i>Date of interview</i>	

To assist us in our recruitment please answer the following questions as fully as you are able.

This form has been designed for previous/ present employers. If you have not employed the applicant, please describe how you are connected to them.

1. Did the applicant work for your organization? Yes/ No

Start date:

Leaving date:

If not, in what capacity do you know the applicant?

2. Please provide details of the applicants' role and responsibilities.

3. If applicable what were the reasons for leaving your organization?

4. Did you find the applicant to be honest and trustworthy? Yes / No

5. Did you find the applicant to be reliable? Yes/ No

6. What do you feel are the applicant's strengths?

7. Have you ever had any concerns about the applicant's performance or conduct?

8. Do you know of any reason the applicant should not do this job?

9. The post being applied for involves working near/with children. Please state whether you know of any reason the applicant might be considered unsuitable to work near/with children?

10. Please state whether the applicant has been the subject of any allegations relating to children (cases in which an allegation was proven to be unsubstantiated, unfounded, or malicious should not be included). Please state the date of the allegations, by whom they were investigated, and the conclusion of the matter.

Please feel free to add any additional comments:

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Organization</b>			
<b>Address</b>			
<b>Contact Number</b>		<b>email</b>	

## **Application for Volunteer Role with Reference Request (Appendix F)**

St John's Parish wants to create safe and positive environments for children and is committed to safeguarding them and protecting them when they are at risk of harm. As part of our Child Safeguarding and Protection Policy we are required to screen our volunteers. Please would you complete the information below. Thank you for your assistance.

**Name:**

**D.O.B:**

**ID Number:**

**Contact number:**

**Address:**

**Ministry Area (children's /youth/ hosting etc):**

**How long have you attended the church?**

**Referee Name & Contact Details:**

**Referee Name & Contact Details:**

Please check that you have read/ signed the following:

Child Safeguarding and Protection Policy

Commitment to child protection

Self-declaration

Code of Conduct with Children

In order to comply with the legal requirements for child protection we will ask you to complete a Register Check to check that your name does not appear on the National Child Protection Register as someone who should not work with children.

A police Clearance Certificate is also required, if possible.

## Reference Request for Volunteer

***The Referee must be an adult who has known the volunteer for two years or more and is not a relative or close friend.***

**Volunteer name:**

**Role:**

These questions are written to help us create safe and supportive places for children. Part of our Child Safeguarding and Protection Policy asks us to collect information about all our volunteers.

1. Please tell us how you are connected to the volunteer
2. Please tell us how long you have known the volunteer
3. Do you find the volunteer to be honest and trustworthy?
4. Do you find the Volunteer to be reliable?
5. What do you feel are the volunteers' strengths?
6. Do you know of any reasons why the volunteer should not do this role?
7. This volunteer will be serving near or with children. Please state whether you know of any reason the volunteer might be considered ***unsuitable*** to work near/ with children?
8. Please feel free to add any additional comments:

Thank you for sharing this information. It will be kept confidential.

<b><i>Signed</i></b>		<b><i>Date</i></b>	
<b><i>Name</i></b>		<b><i>Contact Number</i></b>	
<b><i>Address/ email</i></b>			

**Self-Declaration Child Protection Form (Appendix G)**

To be completed by any person applying to work or volunteer at \_\_\_\_\_ church in the Parish of St John the Evangelist, Wynberg.

I..... [Full Name]

declare that I have never been accused of or convicted of any form of child abuse in the past or present, and I commit myself to protect all children from any form of abuse.

I also declare that to my knowledge my name does not appear in Part B of the National Child Protection Register.

**Staff only:** I also declare that to my knowledge my name does not appear in the National Register for Sex Offenders.

I agree to The Parish of St John the Evangelist applying for clearances against Part B of the National Child Protection Register.

**Staff only:** I agree to The Parish of St John the Evangelist applying for clearances against the National Register for Sex Offenders as well as a Police Clearance to verify this information.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Commitment to Child Protection (Appendix H)

1. I ..... [Full Name] have read and understood The Parish of St John the Evangelist Child Safeguarding and Protection Policy and I agree to work within the procedures and protocols as laid out in this policy.
2. I commit to follow the reporting procedure, should a child disclose abuse, or I suspect or hear of child abuse taking place.
3. I also commit to complete the appropriate child protection training.
4. I understand that if a complaint is brought against me regarding the abuse of a child, the allegation will be thoroughly investigated in cooperation with appropriate authorities.
5. I am aware that if found guilty of any form of child abuse or misconduct towards a child, as described in this policy, my working relationship with St John's Parish will be terminated.

**Signed:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Code of Conduct with Children (Appendix I)**

St John's Parish expects anyone interacting with children on its behalf to abide by its Code of Conduct with Children.

The Code of Conduct with Children applies to all staff and volunteers of St John's Parish, whom are expected to treat children with respect and dignity. All personnel representing St John's Parish must avoid acting or behaving in ways that could be interpreted as poor practice, put a child at risk or be potentially abusive.

**The key principle is that all interaction must be in the best interest of the child.**

St John's Parish chooses a positive approach to working with children and managing behaviour. This approach involves, for example, adults and children deciding together on rules and consequences, using incentives and modelling to motivate good behaviour, teaching children how to 'get it right' and building on strengths.

**Corporal punishment is now outlawed in South Africa.** Using force to make children obedient, where adults make all the rules and consequences is not a positive approach to behaviour management. It focuses on punishing bad behaviour, making children 'pay' for their mistakes, focusing on weaknesses. St John's Parish strongly prohibits using this approach when working with children.

The following are St John's Parish Guidelines:

### **You should:**

- Always act within the boundaries of your job description or role/position.
- Listen to children's views and concerns.
- Treat children with dignity always, using age-appropriate language that is encouraging and respectful.
- Be visible to other adults when talking with children.
- Be aware that children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Any touch should be age-appropriate and initiated by the child, rather than the adult.
- Be aware that children who have experienced abuse may initiate inappropriate touch.
- Respect each child's boundaries and their right to privacy as well as helping them to know what they can do if they feel that there is a problem.
- Provide clear boundaries for children in your care, when appropriate, to promote the safety and wellbeing of all children attending.
- Be scrupulous about giving out your contact details to a child. If it is in the best interest of the child, you may use WhatsApp or email judiciously. Avoid extended communication with children over social media.
- Be accountable and communicate clearly with other staff & volunteers so that any potentially abusive behaviour can be challenged.

**You should never:**

- Do things for children of a personal nature that the children can do for themselves.
- Spend time alone with children (unless this is specifically part of your job description such as counselling).
- Name children or share any personal details that may enable anyone to locate a child (e.g. email addresses, schools, locations etc.) when communicating about children.
- Engage in rough or physical contact with a child.
- Invite children to visit or stay overnight where you are staying when unaccompanied by their parent/ guardian.
- Discriminate against, show different treatment to, or favour children while excluding others.
- Hit or otherwise physically abuse children, or use corporal (physical) punishment including hitting, pinching, slapping, and beating, or verbally abuse a child including shouting or swearing.
- Use words intended to shame, humiliate, or threaten children.
- Touch children in a manner that is inappropriate.
- Engage in physical activity that is sexually provocative, inappropriate, offensive, or exploitative or could be interpreted as assault or abuse.
- Develop physical or sexual relationships with children or use sexual innuendo to exploit or abuse them.
- Expose children to sexually explicit pornographic materials.
- Use language, make suggestions, or offer advice, which is inappropriate, flirtatious, offensive, or abusive.
- Excuse, or participate in behaviour with children which is illegal, unsafe, or harmful.
- Keep reports or suspicions of abuse a secret.
- Discuss personal issues about a child or their family with other people except the designated Child Protection Officer or designated authorities.

**Signed:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Partner Code of Conduct (Appendix J)**

The following code of conduct is applicable to partner of St John's Parish regarding contact with children at St John's Parish or associated programs or activities. St John's Parish takes their duty of care towards the children we work with seriously.

We believe that:

- All children and young people are precious, being created, loved, and known by God.
- All children and young people have equal rights to protection from abuse, irrespective of race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, or birth.
- Exploitation and inequalities should be challenged.
- All children and young people should be encouraged to fulfil their potential.
- The welfare of children and young people is paramount.
- The church is called to bless our world through right actions.

### **St John's Parish staff and volunteers supervising visits to St John's Parish are obliged to:**

- Ensure that partners are briefed on the Partner Code of Conduct and Child Safeguarding and Protection Policy, and sign acceptance.
- Ensure that partners understand that action will be taken in the case of any breach of this code of conduct.
- Ensure that partners are always supervised.
- Be aware of situations that may present child protection or safeguarding risks and manage the risks accordingly.
- Terminate the visit if the Child Safeguarding and Protection Policy is breached in any way and report the breach to the Child Protection Officer.

### **Partners should:**

- Listen to children's views and concerns.
- Treat children with dignity always, using age-appropriate language that is encouraging and respectful.
- Be visible to other adults when talking with children.
- Be aware that children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Any touch should be age-appropriate and initiated by the child, rather than the adult.
- Be aware that children who have experienced abuse may initiate inappropriate touch.
- Respect each child's boundaries and their right to privacy as well as helping them to know what they can do if they feel that there is a problem.
- Provide clear boundaries for children in your care, when appropriate, to promote the safety and wellbeing of all children attending.

- Be scrupulous about giving out your contact details to a child. If it is in the best interest of the child, you may use WhatsApp or email judiciously. Avoid extended communication with children over social media.
- Be accountable and communicate clearly with other staff & volunteers so that any potentially abusive behaviour can be challenged.

**Partners should never:**

- Do things for children of a personal nature that the children can do for themselves.
- Spend time alone with children (unless this is specifically part of your job description such as counselling).
- Name children or share any personal details that may enable anyone to locate a child (e.g. email addresses, schools, locations etc.) when communicating about children.
- Engage in rough or physical contact with a child.
- Invite children to visit or stay overnight where you are staying when unaccompanied by their parent/ guardian.
- Discriminate against, show different treatment to, or favour children while excluding others.
- Hit or otherwise physically abuse children, or use corporal (physical) punishment including hitting, pinching, slapping, and beating, or verbally abuse a child including shouting or swearing.
- Use words intended to shame, humiliate, or threaten children.
- Touch children in a manner that is inappropriate.
- Engage in physical activity that is sexually provocative, inappropriate, offensive, or exploitative or could be interpreted as assault or abuse.
- Develop physical or sexual relationships with children or use sexual innuendo to exploit or abuse them.
- Expose children to sexually explicit pornographic materials such as pornographic or sexually explicit materials.
- Use language, make suggestions, or offer advice, which is inappropriate, flirtatious, offensive, or abusive.
- Excuse, or participate in behaviour with children which is illegal, unsafe, or harmful.
- Keep reports or suspicions of abuse a secret.
- Discuss personal issues about a child or their family with other people except the designated CPO or designated authorities.

I declare that I have read this 'Partner Code of Conduct' and agree to abide by it:

**Signed:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Indemnity Form/ Registration/ Photo Consent (Appendix K)

### Children & Families Indemnity

We want to create safe and positive environments for all children.

\_\_\_\_\_ (Church) is committed to safeguarding children and protecting them when they are at risk of harm.

The full Child Safeguarding and Protection Policy of the Parish of St John's is available at \_\_\_\_\_ and on request.

The Child Protection Officers are:

\_\_\_\_\_

### Permission to take part in Children's Church

I, the parent/ legal guardian give permission for the child(ren) named on this form to take part in Children's Church during the Sunday services at \_\_\_\_\_

I understand and accept that this activity is undertaken at my child's own risk.

I hereby, and on behalf of my wife/husband and child indemnify, hold blameless, and absolve the Church and the Anglican Parish of St John's Wynberg and its staff or representatives against any claim for any injury, illness, loss or damage caused to any person or property occurring during or arising from the aforesaid activity in the knowledge that the leader and his/her assistants will take all responsible precautions for the safety and welfare of my child.

**Signed:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Adult: Child supervision Ratios (Appendix L)

The ratio of adult supervisors to children enrolled should be as follows:

- Children from birth to eighteen months: one ECD practitioner for every six children or less. Where possible an assistant should be employed
- Children aged older than 8 months and up to three years: One ECD practitioner for every twelve children or less. Where possible an assistant should be employed
- Children aged three to four years: One ECD practitioner for every twenty children or less. Where possible an assistant should be employed
- Children aged five to six years: One ECD practitioner for every thirty children or less. Where possible an assistant should be employed
- School going children who attend after school care: One ECD practitioner for every thirty-five children or less. Where possible an assistant should be employed.

<b>Age</b>	<b>No. Adults</b>	<b>No. Children</b>
0-18mths	1-2	6
8mths-3yrs	1-2	12
3-4 yrs	1-2	20
5-6 yrs	1-2	30
7+	1-2	35

Source: Guidelines for Early Childhood Development Services, Department of Social Development, UNICEF 2006

## **Communication Guidelines (Appendix M)**

The use and sharing of personal information (biographical data/identifying details/visual images) has become extremely sensitive according to the Protection of Personal Information Act, 4 of 2013 (POPIA). The purpose of the POPIA is to protect people from harm by protecting their personal information. With children there is the additional risk of abuse should any information about them be used to gain access to them by a perpetrator, or for the purposes of exploitation.

### **Storage and distribution of data and information about Children**

- Any data or personal information of children obtained by St John's Parish should be essential for the services provided.
- No unnecessary data, personal information or records of a child will be kept.
- Data and personal information will be sourced only from children themselves (with the consent of their parent or caregiver), directly from their parent or caregiver, or from a professional in another agency required for making a referral.
- No data or personal information of a child will be shared with any staff or volunteer who does not require it to perform their duties, or any staff or volunteer who is not working directly with the child, or anyone outside the organisation, unless it is necessary for making a referral to a designated Child Protection Organisation or SAPS or it is with the parents or caregiver (with the consent of the child where appropriate).
- Any such data or personal information released to Third Parties staff will be recorded and dated.
- No data or personal information about children will be distributed by staff that could be used to identify their location or identity.
- All hard copies of data or personal information of a child will be stored by the appropriate staff member confidentially in a locked cabinet in the staff offices.
- All soft copies of data or personal information of a child will be stored by the appropriate staff member using a password protected file.
- In the event of disposing of any hard copies of data or personal information of a child, a shredder will be used in order that the information be destroyed.
- In the event of disposing of any soft copies of data or personal information of a child, files will be deleted from the deleted folder so that it is destroyed.
- All computer devices or networks with any data or personal information of children stored on them will be password protected.
- All St John's Parish computer devices and networks will be fitted with sufficient security system protection to prevent hacking.
- Children who appear in the St John's Parish communications (with the required consent and following the required guidelines) and are named, must always be given a pseudonym.

### Visual Images (Photographs/Videos)

- No photographs or videos should be taken of any child by an adult without the prior consent of their parent or legal guardian (*Visual Image Consent & Release Form Appendix L*).
- Churches of St John's Parish will appoint a designated photographer/s trained in the guidelines of this policy, to take photographs and videos which include children.
- Where possible, group photos of children will be used rather than individual photos.
- Images should not reveal the identity of the child but should be taken at an angle which protects the identity of the child.
- No St John's Parish staff, volunteer or partners are entitled to create, produce, download, gather, store, use or disseminate any visual image that:
  - ★ Does not respect the dignity and self-worth of the child.
  - ★ Is taken of a child who is in the protection of a court.
  - ★ Discloses personal information about the child or family or family circumstances.
  - ★ Is exploitative or manipulative or distorts reality either deliberately or implicitly.
  - ★ Is distasteful, indecent, or sexualised.
  - ★ Shows a child in a swimming costume, partly dressed, posing provocatively, or making inappropriate gestures.

### Website

- Churches of St John's Parish websites' content must comply with this Child Safeguarding and Protection Policy. Any communication must be screened by the designated staff member or the Associate Rector before it is posted.
- The St John's Parish website may use images of children, but only in accordance with the Visual Images Policy Guidelines.
- No identifying details should ever be published with the photographs of children.
- Any suspicious request for sensitive information about children received through the website by a staff member should be reported to the Child Protection Officer.

### Social Media

Social media is part of life today, an extension of physical face-to-face relationships, especially for Youth and Young adults. It includes Facebook, Instagram, X, snapchat, writing or commenting on a blog and taking part in discussions on web forums or message boards. Where there are social media accounts representing the church, there must be a **named person** who monitors the account and to whom all contributors are accountable.

Churches need to engage with their community through these platforms, but it is vital that they do so safely and are aware of the following risks:

- Bullying and harassment
- Grooming and impersonation
- Inappropriate relationships

**Do:**

- Treat online communication as you would communication face to face. Always maintain the same level of confidentiality.
- Think before you post. Always assume that everything you write is permanent and may be viewed by anyone at any time; and that everything can be traced back to you personally as well as to your colleagues or the church.
- Draw clear boundaries around your social media usage associated with your private life and your use of different social media for public life/ ministry.
- Always use clear and unambiguous language in all communications to avoid misinterpretation.
- Always ask for written consent from parents/ carers to use and store photos of children from activities and events, for use in church publications, social media, website & displays.
- Avoid one-to-one communication online with a child and always use an approved church/ ministry account.
- Save and download a hard copy any inappropriate material received through social media and show immediately to the named person for the church/ ministry account and the Child Protection Officer.
- Use passwords and log off promptly after use to ensure no-one else can use social media pretending to be you.

**Do not:**

- Say anything on social media that you would not be happy saying to the person's face or in a public meeting.
- Use a personal Facebook, Instagram, or social media account in your work with children.
- Allow content to contain or share links to other sites that contain anything offensive or inappropriate e.g., libelous, bullying, or harassing statements, illegal material, breaches of copyright.

## Image Consent & Release Form (Appendix N)

I, ..... [Full Name]

am the parent or legal guardian of ..... [Child's Full Name].

I give consent for my child to have their photograph/s taken in accordance with the Communication Guidelines of St John's Parish Child Safeguarding and Protection Policy which state that:

No \_\_\_\_\_ (name of church) staff or partners are entitled to create, produce, download, gather, store, use or disseminate any visual image that:

- Does not respect the dignity and self-worth of the child.
- Is taken of a child who is in the protection of a court.
- Discloses personal information about the child or family or family circumstances.
- Is exploitative or manipulative or distorts reality either deliberately or implicitly.
- Is distasteful, indecent, or sexualised.
- Shows a child in a swimming costume, partly dressed, posing provocatively, or making inappropriate gestures.

I have received an explanation as to the reasons \_\_\_\_\_ Church of St John's Parish would like to take my child's photograph(s) and agree to release the image.

My child has given their consent to do so.

I confirm that my child is not under the protection of any court, or residing in a place of safety

**Signed:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Child Abuse Incident Report Form (Appendix O)

DETAILS OF PERSON REPORTING INCIDENT	
Your name	
Your contact details, email/cell/address	
Your role in, or relationship with church	
Your age (if a child)	
Your relationship with the child or young person	
Details of any other organisation(s) involved	
THE CHILD'S DETAILS	
Child's name	
Child's contact details	
Child's date of birth	
Who does the child live with? Please give name(s) and nature of relationship with the child:	
Is the child male or female?	
Does the child have a disability, learning difficulty? If so, please give details.	
DETAILS OF THE CONCERN(S) / ALLEGATION(S)	
Nature of concern(s) / allegation(s)	

Day, date, time, and location of any incident(s)	
Observations made by you ( <i>NB: Please distinguish what is fact, opinion, or hearsay</i> ):	
What did the child say?	
What did you say to the child?	
Details of any other children involved	
Details of any other witnesses of the event	
External agencies contacted – date, time, name of person from organisation and advice received	
Action taken by you	
What is the current situation and safety of the child?	
<b>Your signature</b>	
<b>Date this form was completed</b>	
<b>Date form with the Child Protection Officer</b>	
<b>Date action taken</b>	

## Reporting Procedure Flow Diagram (Appendix P)

# ST JOHN'S PARISH WYNBERG Flow Diagram of Reporting Procedure for Child Protection Concerns

