



Part 4

SAFETY OF CHILDREN



SAFETY OF CHILDREN DOCUMENTS

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INTRODUCTION

The safety of children is of utmost importance to Play Africa. We have developed a variety of policies, tools and procedures to maintain the safety of children at all Play Africa programmes and events. We strongly recommend requiring child-safeguarding standards for all groups who choose to run a workshop. If you do not have a child safety policy in place, or wish to reinforce your current policy, we encourage you to use our materials and adapt them as needed. You will need to insert your company name everywhere you read “Insert Company Name here”.

In this collection of documents you will find:

1. Child Safety Policy - Please use this document to guide all programming with children.
2. Code of Conduct - This document is for any facilitators who will be working with children to read, understand and sign.
3. Letter to Parents/Guardians - If you are including parents/guardians in the workshop, we encourage you to give them additional information about the workshop. We find some parents are unfamiliar with playful learning experiences, and want reassurances that their child is allowed to make mistakes.
4. Parent/Guardian Consent - We strongly recommend requiring this form for all children participating in a programme. Please check your local privacy laws for necessary additions.
5. Photo/Media Release - We strongly recommend requiring this form for all children participating in the programme. Again, check you local privacy laws for necessary additions.
6. Risk Mitigation - Use this form during your workshop planning. Create plans for potential issues that may arise during the workshop.
7. Site Risk Assessment - During your site visit conduct a risk assessment. There may be additional risks that are not included on the form. Adapt the form as necessary.
8. Incident Report - Should any incident occur during the workshop, use this form to document all details.
9. Covid-19 Informed Consent Waiver - Please ensure all children and adults fill out this form. We understand regulations vary quite widely from area to area; adapt this form as necessary.



CHILD SAFETY POLICY

Commitment to Child Safety

“Insert Company Name here” is dedicated to providing a safe and welcoming environment for children and families. We believe all children have the right to live free of fear of any form of abuse or exploitation. We seek to create an environment that aims to prevent abuse and exploitation – supported by physical spaces, programmes and trained staff and volunteers.

Purpose of the policy

The purpose of this policy is to prevent and protect children from all forms of abuse while at an “Insert Company Name here” programme or event.

The policy sets out guiding principles and guidelines for all stakeholders to uphold while working, participating or observing children at an “Insert Company Name here” programme or event.

Scope of the policy

This policy applies to:

- All “Insert Company Name here” employees.
- Partner organisations and volunteers

Definitions

- Child - A person under the age of 18
- Child Protection - Refers to the actions taken when there is a concern of child abuse
- Child Abuse - May include abuse of any kind, including based on race, ethnicity, gender, gender identity, sexual orientation, religion, language, or physical or mental ability. It may occur to children of any age, and may be inflicted by adults, family members, professionals, facilitators or other children. Abuse may be verbal, physical, sexual or emotional.



Guiding principles

Child's best interests

We place children at the centre of everything we do. The best interests of the child are at the forefront of all decisions made.

Respect

We respect everyone's right to human dignity; and will treat children and adults everywhere with respect, regardless of race, ethnicity, gender, gender identity, sexual orientation, religion, language or physical or mental ability.

Right to protection from harm

We believe that all children have the right to be protected from harm, no matter their race, ethnicity, gender, gender identity, sexual orientation, religion, language or physical or mental ability.

Positive, clear interactions

We will interact with children in a way that supports our commitment to transparency and accountability. We will refrain from using language or behaviour towards children that denies a child's human dignity, and/or is demeaning, harassing, culturally inappropriate or sexually provocative. We will never expose or engage children in any form of sexual activity or acts suggestive of sexual activity.

Inclusivity

We aim to create spaces and experiences for all children, no matter their abilities. We will adapt materials and spaces so all children can be full participants in activities and programmes.

Zero tolerance

We have a "zero tolerance" approach to child abuse and neglect. We will report and investigate all concerns/allegations of child abuse with appropriate procedures. We will refrain from physical or corporal punishment or discipline of children.

Duty of care

All adults have a responsibility to behave in a way that is not abusive or exploitative of children. All adults have a responsibility to respond if they suspect a child is a victim of abuse.

Risk management approach

To ensure safe environments for children, "Insert Company Name here" will identify, mitigate, reduce and manage hazards and risks children may encounter in a programme.

Transparency and accountability

We will act with transparency and accountability in all the work we do with children.



Risk Assessment

“Insert Company Name here” acknowledges that there is risk associated with working with children in public or semi-public settings. “Insert Company Name here” aims to mitigate risk as much as possible through site visits and risk management.

Before beginning any “Insert Company Name here” programme, we will conduct a thorough risk mitigation evaluation. Mitigation strategies are put in place, and risks that arise during a programme are thoroughly monitored. If the risks are deemed too high to proceed safely, we will make changes to the programme until the risks decrease to a satisfactory level.

Child Areas

To maintain child safety, “Insert Company Name here” aims to have clearly demarcated areas for children to play and participate in programmes. Temporary barriers, natural barriers, programme equipment and furniture can all be used to create areas for children. Adults who are not part of the “Insert Company Name here” programme (as facilitators, volunteers or parents/guardians) will be asked to leave the space.

Interactions with Children

In keeping with the guiding principles of “Insert Company Name here”, children will be addressed with respect and dignity. In an effort to keep children safe, “Insert Company Name here” discourages children being alone with adults who are not their parents, teachers, guardians or caregivers.

Adults who are not parents/guardians should not spend any time alone with children. Children should always be placed in groups, preferably with more than one adult.



Health and Safety

While accessing “Insert Company Name here” programmes and spaces (both temporary and permanent), children may encounter hazards, such as tree roots, uneven surfaces, stairs, elevators, doors, furniture, electrical equipment, sharp edges, sharp equipment, or other “Insert Company Name here” customers. All injuries and/or incidents, no matter how slight, must be documented on an “Insert Company Name here” Incident Report Form, and reported immediately to “Insert Company Name here” management. If an “Insert Company Name here” staff member or volunteer should ever see a child get injured (e.g. bump head), he or she should report this to “Insert Company Name here” management so that we may have the adult who accompanies the child fill out the Incident Report Form.

Staff and volunteers should know where all emergency exits and first-aid facilities are located, and must contact emergency medical services, the police or other officials if the matter is serious. Staff and volunteers should carry or have immediate access to rubber gloves at all times.

Working with Partners

“Insert Company Name here” works with a variety of groups in various settings. If the partner organisation does not have a child safety policy, or the child safety policy does not meet the standards of “Insert Company Name here” policy, then partners will be required to adopt the “Insert Company Name here” child safety policy for the duration of the programme.

Failure to comply with the volunteer expectations or child safety policy will result in removal from the project.



Photography/Videography

“Insert Company Name here” uses technology appropriately around children, including computers, mobile phones, tablets, videos and cameras. We do not engage in exploitative, harassing or pornographic activities. We ask permission of adult parents, guardians and caregivers before photographing or filming children.

“Insert Company Name here” is cognisant of every child’s and every visitor’s right to privacy, and we have an interest in representing every child as a whole child. Therefore, we will strive to take images that do not infringe on visitors’ privacy nor his or her human dignity. We will therefore ensure images present children in a dignified and respectful manner, in which they are adequately clothed, and not in sexually suggestive poses, and will not use images in such a way to reveal sensitive information about the child.

Photography/Videography Guidelines:

- Always strive to show children in a respectful and dignified manner.
- Check with facilitators if there are any particular issues to be aware of. Avoid situations that could embarrass the child.
- Strive to build rapport with children and adults; ask for verbal permission before taking photographs or videos.
- Keep in mind that children may be excited or shy in front of a camera; ensure the child feels comfortable before capturing their image.
- Inform children, facilitators and guardians that at any point they can choose to not answer questions on film.
- Do not remove a child from adults or a group to capture film or photos.
- The priority is always children’s safety first; do not compromise safety for the sake of a photograph or image.
- Adults may take pictures of their own children participating in the workshop, but outside adults are not allowed to take photos.



CODE OF CONDUCT

As a facilitator/volunteer for an “Insert Company Name here” project, I agree to the following:

I will:

- Put the rights of the child at the forefront of every action I take.
- Treat all children with respect and dignity, regardless of race, ethnicity, gender, gender identity, sexual orientation, religion, language or physical or mental ability.
- Engage and involve all children in activities, regardless of race, ethnicity, gender, gender identity, sexual orientation, religion, language or physical or mental ability.
- Use age-appropriate language when working with children. This includes refraining from discriminatory, culturally inappropriate or sexually explicit language.
- Whenever possible, ensure that a minimum of two adults are present with children, and refrain from groupings of one adult and one child.
- Strictly no corporal punishment of children.
- Maintain confidentiality of children and never share a child’s information with outside sources.
- Comply with all local labour laws, explicitly following child labour laws.
- Have an awareness of personal behaviours and avoid those which could be perceived as abusive toward children.
- Immediately report any concerns of child abuse or exploitation to relevant authorities/organisers.
- Never use technology (including photos, videos, social media, etc.) outside of the photography/videography guidelines.

Please sign here

I, _____, acknowledge that I have read, understood, and agree to abide by the Child Safety policies set forth in this document.

I understand that failure to uphold these policies may result in my immediate dismissal, disciplinary action or legal action.

Signature_____

Date_____



LETTER TO PARENTS/GUARDIANS

Dear Parents/Guardians,

Your child is invited to participate in a Play Africa designed workshop called “Designing with Children”. During the workshop, facilitators will guide children through a process to identify issues in their community, and invent possible solutions to community challenges.

The goals of the programme:

- To provide space and encouragement for children to participate meaningfully in placemaking, by providing a safe and nurturing environment for children to share their feelings, insights and ideas about the neighbourhood.
- To allow children to feel seen, heard and valued through caring, adult supervisors recognising their creative solutions to real world issues, and thus developing their confidence as inventors with original solutions.

The workshop utilises a playful learning approach.

Playful Learning Guidelines:

- Children are encouraged to experiment and make mistakes.
- There are no wrong answers.
- Activities are child led.
- All building decisions belong to the child.
- Children are the problem-solvers.
- Creativity is the goal.
- Playful learning is messy and authentic.
- All children’s contributions are valued.

You may see your child make mistakes or create something that is not exactly neat and perfect. That is 100% ok! We prefer children to feel comfortable to experiment and make mistakes rather than worry about perfection. The goal is creative expression!

Adults may assist with cutting materials, but children are the builders. You may prefer to stand back and observe how your child engages with the materials, solves problems, and invents a solution to a community challenge.

We encourage you to take this opportunity to let your child share their insights, think of creative solutions, and gain confidence as valued members of the neighbourhood.



PARENT/GUARDIAN CONSENT

I, _____,

DO/DO NOT (delete where applicable) give permission for my child to participate in "Insert Company Name here" Designing with Children workshop on DATE, _____.

- understand that "Insert Company Name here" has mitigated potential risks and will monitor any hazards that develop during the course of the workshop.
- understand that "Insert Company Name here" will follow an appropriate child safety policy.
- understand that my child will be asked to express ideas and opinions of the neighbourhood and that these ideas may be collected by facilitators and used in future development projects.
- understand that I may remove my child from the programme at any time.
- understand that I will not receive any compensation for my child's participation in the workshop.

Parent/Guardian Name _____
 Parent/Guardian Signature _____
 Date _____
 Emergency Contact Name _____
 Emergency Contact Phone Number _____

 Child #1 Full name

 Child #2 Full name

 Child #3 Full name

 Child #4 Full name



PHOTO/MEDIA RELEASE

I, _____,

- understand that this information may be used in communications, media and publications, on social media or in public awareness activities to promote “Insert Company Name here” work.
- understand that “Insert Company Name here” will strive to take images that show children in a respectful and dignified manner.
- understand that “Insert Company Name here” will not use identifying information (including names, school uniforms and locations).
- understand that I can withdraw my child from future social media campaigns should concerns arise.
- understand that I will not receive any compensation for the use of my child’s image in promotional materials.
- understand that I can contact “Insert Company Name here” at “InsertCompanyName email address” should I have any concerns.

Name of child:

Birth date: _____ Age: _____

Gender (circle): BOY GIRL PREFER NOT TO SAY

Does your child have any special needs we should be aware of? _____

Parent/Guardian Information

Printed name: _____

Home address _____

Cell phone: _____ Work phone: _____

Email address: _____

Signature:

Date signed:

SITE RISK ASSESSMENT

Children’s safety is our top priority. We know that working with children in public spaces comes with some hazards and potential risks, but there are great benefits of working within the community. Public spaces should not be discounted due to potential hazards; instead we suggest planning for hazards and mitigating all potential risks. In addition to the Site Risk Assessment, please also complete a Risk Mitigation analysis.

Site Assessment	
Site	
Activity	
Assessment date and time	
Date and time of programme	
Identify hazards Categorise the risks and the possible ways children could be injured or harmed Hazards may include the categories below	
Slope/steps	<ul style="list-style-type: none"> - Stairs - Ramps
Uneven ground	<ul style="list-style-type: none"> - Pavement - Dirt - Grass - Manhole covers/utility boxes - Damaged walkways
Weather	<ul style="list-style-type: none"> - Extreme heat/sun - Lightning - Strong wind - Cold - Heavy rain
Proximity to roads	<ul style="list-style-type: none"> - Vehicle sounds - Vehicle exhaust
Strangers	<ul style="list-style-type: none"> - Distractions - Photography/Videography
Public use space	<ul style="list-style-type: none"> - Litter - Sharp objects
Insects	<ul style="list-style-type: none"> - Bee stings - Insect bites
Other	

Site’s current level of risk			
Negligible	Low	Medium	High

People at risk		
Circle which people may encounter risk		
Children	Yes	No
Programme Facilitators	Yes	No
Other adults	Yes	No
Other	Yes	No

Control measures	
Describe how you will reduce risk	
Slope/steps	
Uneven ground	
Weather	
Proximity to roads	
Strangers	
Public use space	
Insects	
Other	

Site's risk post control measures			
Negligible	Low	Medium	High

Reviewed by	
Date:	



INCIDENT REPORT FORM

This form is to be completed by a member of staff or volunteer when an incident, injury or altercation happens at an event, programme or space.

Incident Report	
Date	
Time of incident	
Incident location	
Staff/Volunteers involved	
Incident details	
Actions taken during incident	
Actions taken after incident	
Parent/Guardian informed by	
Method of contact	In person, Phone, Letter, Other
Comments	
Witness 1 (name and signature)	
Witness 2 (name and signature)	



COVID-19 INFORMED CONSENT WAIVER

This document contains important information about our safety (yours and ours) as we engage in any “Insert Company Name here” in-person programming or interventions in light of the COVID-19 pandemic.

COVID-19, the novel coronavirus, is an infectious disease that can be fatal. For up-to-date information, please refer to the following resources:

South African Coronavirus Resource Portal: <https://sacoronavirus.co.za>

Emergency Hotline: 0800 029 999

WhatsApp Support Line: 0600-123456

“Insert Company Name here” has put in place preventative measures to reduce the spread of COVID-19. However, due to the infectious nature of the novel coronavirus (COVID-19), “Insert Company Name here” cannot guarantee that you or your child(ren) will not become infected.

Declaration

By voluntarily participating in activities with “Insert Company Name here”, you agree to allow partners, staff or volunteers to take your temperature before entering “Insert Company Name here”. If it is elevated (37.9 degrees Celsius or more), or if you have other symptoms of COVID-19, you will not be permitted to participate in “Insert Company Name here” in-person programmes that day, though you will be able to participate in virtual programmes until you have a doctor’s note clearing you of any health issues that could be contagious to others.

By participating in this event with “Insert Company Name here”, you declare that you and your child(ren) are not aware of having been exposed to people who have tested positive for COVID-19 in the previous 14 days.

By participating in this event with “Insert Company Name here”, you declare that you and your child(ren) are not experiencing any of the following symptoms of COVID-19 listed below:

- Temperature above 37.9 degrees Celsius
- Shortness of breath
- Loss of sense of taste or smell
- Dry cough
- Sore throat
- Nausea
- Rash

I understand that “Insert Company Name here” has taken the following precautions to protect families, children and staff to help slow the spread of COVID-19:

- All participants engaged in any activity in collaboration with “Insert Company Name here” must abide by South African government regulations at all times.
- All participants must wear face masks (personal protective equipment that covers the nose and mouth) at all times.
- If a participant is unable to wear a mask for any programmatic reason, e.g. to be understood when talking, they must be a minimum of four metres away from any other person at all times.



- All activities will be conducted with the appropriate physical distancing of a minimum of 1.5 metres between each individual at all times.
- Time spent indoors will be kept at a minimum.
- Hand washing and/or hand sanitising must take place prior to entering “Insert Company Name here” spaces.

By signing this agreement, I acknowledge the contagious nature of COVID-19. By participating in this activity, I voluntarily assume the risk that I and/or my child(ren) may be exposed to, infected by, or affected by COVID-19, and I acknowledge such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions or negligence of myself and others, including, but not limited to, employees, volunteers and programme participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself and/or my child(ren), including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at “Insert Company Name here” or participation in “Insert Company Name here” programming. On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless “Insert Company Name here” and its employees, partners, stakeholders and affiliates. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of “Insert Company Name here”, its employees, agents and representatives, whether a COVID-19 infection occurs before, during or after participation in any programme.

Signed in _____ on this _____ day of _____ 2021.

Full name

Signature

Cell phone

Email address

Child #1 Full name

Child #2 Full name

Child #3 Full name

Child #4 Full name

