



Waves for Change Child Protection Policy/Manual

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General Introduction

CHILD - In this document, a “child” is defined as anyone under the age of 18, in line with the UN Convention on the Rights of the Child.

Children’s Act refers to Children’s Act, 2005 (Act No. 38 of 2005)

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Waves for Change (W4C), and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

Child protection is: *“a broad term to describe philosophies, policies, standards, guidelines and procedures to protect children from both intentional and unintentional harm.”*

As a child-centered organization working in the context of Mental Health and Sport for Development, we come into contact with many children on a daily basis. It is absolutely essential that we are mindful of the contextual issues relating to the communities that we are working in and of our responsibility to act in the best interests of children at all times. We have a duty of care to these children – a moral and legal responsibility to protect them from harm.

W4C will provide Child Protection training to all staff which will include knowledge about working with children, child protection and the law. Staff will develop the skills to identify the child protection needs within their communities and implement a child protection plan.

Our responsibility to children:

- **Do no harm:** It is our duty to not harm the children that come into our care. It can be addressed through careful programme planning and being mindful in our interactions with children.
- **Protect children:** It is our duty to protect the children that come into care, which is addressed through the child protection policies that we have in place.
- **Develop children:** Assist children with providing tools and skills to cope better, and provide children with a safe space, safe adult and challenging opportunity.

Regardless of your position and role within W4C, there are laws and policies relating to the protection of children, which impact everyone.

**** Child Protection is everyone’s business!**

Please note: This policy and the implementation of procedures will be regularly monitored, reviewed and adjustments and updates made as required. The CPO, ACPO and other staff should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required.

Legislation

United Nations Convention on the Rights of the Child: The foundation for all legislation and policy relating to child protection is the United Nations Convention on the Rights of Children. This document serves as a treaty that sets out the civil, political, economic, social, health and cultural rights of children. It holds that we



act in the best interests of the child at all times, and is the foundation for Section 28 of the South African Constitution.

The Constitution of the Republic of South Africa: The South African Constitution was approved in 1996 and is the supreme law of the land. It is internationally recognized as one of the most progressive pieces of legislation in the world. Section 28 of the Constitution sets out the basic rights of children, in terms of the needs that must be met for healthy development to take place.

The Children’s Act, 2005(Act No. 38 of 2005)

The purpose of the Children’s Act is: *“To give effect to certain rights of children as contained in the Constitution”, including setting out principles relating to the care and protection of children.*

Section 110 of the Act deals with the reporting of abused or neglected children, as well as with the reporting of children in need of care and protection. It describes who is responsible for reporting, the conditions for reporting, how to go about reporting, and who these cases should be reported to (Appendix 1)

Section 150 of the Act is related to the identification of children in need of care and protection. It sets out the factors that are considered to constitute a child in need of care and protection, and what should be done (Appendix 2)

There are three forms that accompany these two sections of the act and are included with this policy:

- Form 22: Registering a child on the child protection register (Appendix 3)
- Form 29: Enquiry by employer to establish whether a person’s name is included on the Child Protection Register (appendix 4)
- Form 30: Inquiry to establish if one’s name is included on the Child Protection Register (appendix 5)

It is a legal requirement that all organizations working with children complete forms 29 and 30 for their staff – Waves for Change requires these as well as a police clearance certificate from ALL staff.

Anyone visiting the organization or associated with the organization is required to have read the Child Protection Policy and to sign the Child Protection Behavioral Code of Conduct (Appendix 7)

Additional Legislation

In addition to the above legislation, there are two further Acts that organizations working with children should be aware of, namely:

The Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007)

The Child Justice Act

National Department of Social Development Child Protection Strategy

Within the framework of the legislation described above, the National Department of Social Development developed a strategic plan for prevention and early intervention. This strategy relates to the governmental outcome: “All people in South Africa are and feel safe”. Within this strategic plan is a Child Protection Strategy, which is set out below:

Vision: All children in South Africa grow up in an environment that is safe from abuse, neglect and exploitation.





Mission: To protect children from all forms of abuse, neglect and exploitation through the development and management of accessible, integrated and coordinated services, focusing on prevention, intervention and rehabilitation based on a multidisciplinary and inter-sectoral approach.

Legislation in Practice

- **Child safeguarding:** Keeping all children safe from harm, abuse, violence, exploitation and neglect through certain measures implemented.
- **Measures:** Spreading the message about keeping children safe, challenging community norms, and building a community culture that acts in the best interests of all children in your programme.
- **Child protection:** Protecting a child that has been identified as being at risk of harm, abuse, violence, exploitation or neglect.
- **Code of conduct:** Explicitly expresses the suitable behavior within the programme and is a separate document that each of the key stakeholders (children, coaches, volunteers, visitors, media and parents) must read and sign. It is essential to agree to a code of conduct by signing it before participating in any activities offered.

When a child is at risk:

Acts of COMMISSION:

- Sexual: includes rape (vaginal, oral or anal penetration with a body part or object), violation (touching) and non-contact (pornography).
- Physical: no professional may ever use physical means to discipline a child (it is a criminal offence).
- Psychological: All verbal and emotional

Acts of NEGLIGENCE:

- Any act where there is a reasonable chance of harm (eg. Not putting a seatbelt on your child, not putting a fence around the pool)

Acts of OMISSION:

- Neglect

If you **KNOW** a child is at risk:

- You have to, by law, report the case to the W4C CPO
- Report only what you saw and heard.
- NEVER infer, make assumptions or accusations.
- You are required to complete a Form 22.
- Keep a record of the incident, what you did about it and any forms submitted.

To facilitate this process, W4C, keep a list of contact numbers for:

- Local clinics and hospitals
- Local statutory social workers
- Local police station

If you report in good faith and based on facts, in the best interests of the child, you are protected by the law. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.



Child Protection at Waves for Change

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity/orientation should be able to participate in surfing and surf therapy in a fun and safe environment
- we take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all Waves for Change employees will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection policies, laws and procedures
- W4C will work in partnership with schools, parents and children (and other community and network partners) in order to ensure the protection of children

Promoting Good Practice

W4C aims to provide children with the best possible experience and opportunities everyone must operate within an accepted ethical framework

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child.

- always work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication with no secrets)
- make the experience of W4C fun and enjoyable: promote fairness, confront and deal with bullying and other issues
- treat all young people equally and with respect and dignity
- always put the welfare of the young person first
- maintain a safe and appropriate distance with participants
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- If groups have to be supervised in changing rooms always ensure coaches work in pairs
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female coach or staff member.
- ensure that at away events adults should not enter a young person's room or invite young people to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognise the developmental needs and capacity of the young person



- written and signed parental consent for all participants is required
- keep a written record of any injury that occurs, along with details of any treatment given

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as per the guidelines given in this child protection policy.

Please note: Waves for Change will take appropriate action against any staff member or representative to the organization, should they be found to have acted in a way that contravenes this policy. W4C will be guided by the Disciplinary Code that is signed and agreed to by all employees and representatives.

Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

Responding to Suspicions and Allegations

It is not the responsibility of anyone working at W4C in a paid or unpaid capacity to decide whether or not child abuse has taken place. There is a responsibility to act on any concerns through contact with the CPO so that inquiries can be made and necessary action to protect the young person can be taken. This applies BOTH to allegations/suspicions of abuse occurring within W4C and to allegations/suspicions that abuse is taking place elsewhere.

Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening, it may be reported to us by someone else or directly by the young person affected.

It is important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person



- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the **W4C CPO**

Recording Information

Use the “Concerns About A Child” form to report any suspected child protection issues within 24 hours of the incident happening or being reported - To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child’s name, age and date of birth
- the child’s home address and telephone number
- whether or not the person making the report is expressing their concern or someone else’s
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child’s account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record details

DSD have a legal responsibility under The Children Act 1989 to investigate all child protection referrals
If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Confidentiality

- Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Information should be handled and disseminated on a need to know basis only.
- All information should be stored in a secure place with limited access to designated people, in line with data protection laws.



Recruiting and Selecting Personnel working with Children, and allowing access to children at Waves for Change

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

Controlling Access to Children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.
- Evidence of identity (ID, passport or driving license with photo)

Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organization's Code of Ethics and Conduct
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

Child Participation

Children are capable of making effective decisions and choices and should be given the means to explore their agency and express their needs. Children cannot always be given unlimited agency, however their participation in the W4C programme is key. We continue to ask the questions:

1. Are children's voices present in the programme?
2. Do children have the opportunity to express themselves, their opinions and their ideas?
3. Do children have the opportunity to express their needs?
4. Are the children's needs attended to effectively?
5. Are the children's ideas noted and do they ever get implemented?

This is not to say that the programme must be entirely flexible and must attend to each and every need and idea of the children, but it is essential that the children's voices are heard and that the programme finds a balance of being structured as well as flexible, where it has space to accommodate and attend to the children's voices.





In Conclusion, a child protection strategy should:

1. Recognise the rights and needs of the children
2. Help identify where the children are being abused or overlooked
3. Provide strategies needed to resolve child protection challenges that may be encountered
4. Empower you, the organisation and the community to make a significant difference, in partnership and collaboration with others (mutual benefit)
5. Measure and evaluate your progress to ensure that the difference you make is valuable and sustainable

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

W4C Requirements

- All staff and volunteers who have access to children to undergo a CRB check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All coaches, trainee coaches and leaders should have an up to date first aid qualification

Declaration

On behalf of W4C, I the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed by:

W4C Employee/Representative Name: _____ Date: _____

Signature: _____

W4C Director Name: _____ Date: _____

Signature: _____



Child Protection Declaration of Understanding and Commitment
Code of Conduct

Always

- Report any abuse, whether observed or suspected, using the reporting procedure outlined in the W4C Child Protection Policy.
- Remove yourself from situations where you find yourself alone with a child, e.g. move to a space with other children and adults
- Ask children for their consent (in a language they understand) prior to taking any close-up photographs of individual children. Coaches and other W4C staff should also give permission for photos to be taken.
- Ensure that all communication with and about children is decent and respectful, rather than patronising or victimising – and always ensure confidentiality
- Contact the W4C Child Protection Officer (CPO) for any support or guidance whilst engaging with or writing about children you come into contact with at W4C
- Commit to upholding children’s rights and keeping children safe at all times
- Abide by the “Child Protection declaration of understanding and commitment”
- Lead as an example and strive to be a role model to the children and youth participants
- Create an environment of safety and security for the children at the beach (and on the way to programme and back again)
- Have a minimum of 1 coach for every 10 children (and lifesavers and shark spotters if available)
- Have a 1st Aid Kit and staff qualified to administer basic first aid

Never

- Ignore or contravene any part of the Child Protection Policy
- Fail to act if you see another representative (staff member, volunteer, intern, board member) breaking the policy
- Knowingly participate in illegal behaviour according to national, sub-national, local or cultural laws
- Use offensive or derogatory language or swear in front of a child
- Contact or reply to a child via telephone, letter, email, or social media (including instant messaging) without seeking guidance from the W4C Child Protection Officer first. This includes relationships or contact at work or beyond.
- Use or be under the influence of alcohol or drugs in front of a child and/or in working hours. Smoking cigarettes in front of the children is also not permitted
- Discriminate against a child on the basis of race, culture, age, gender, disability, religion, sexuality, or political persuasion; or discriminate against an adult while in the presence of a child
- Act in any way that intends to embarrass, shame, upset, humiliate or degrade a child for any purpose
- Change in front of the children, and always dress in a modest and professional manner (change before children arrive and after they leave)
- Hit a child, or display or form of physical violence or punishment
- Behave in a way that could cause relationship damage to the organisation or put its ethos into question – never forget that I am a role model and mentor to participants from my community and that I need to conduct myself responsibly when in public (using alcohol excessively and acting irresponsibly while wearing branded clothing)
- Transport children without a seatbelt, never without a valid drivers licence and never drive negligently (vehicle licence, drivers licence, PDP, not overloaded and never an unknown driver)

I agree to comply with W4C’s Child Protection Policy and Behavioural Code of Conduct.



I understand that a breach of this Policy or Code of Conduct may provide grounds for my association with the organisation to be terminated. I also understand that a breach of the Policy could result in criminal prosecution or internal investigation.

I understand that it is my responsibility, as a person associated with W4C, to use common sense and avoid actions or behaviours that are abusive/harmful or exploitative of children or could be construed/interpreted as such.



Appendix A: Section 110 of the Children’s Act - Children's Act, 2005 (Act No. 38 of 2005)

Reporting of abused or neglected child and child in need of care and protection

- 1) Any correctional official, dentist, homeopath, immigration official, labour inspector, legal practitioner, medical practitioner, midwife, minister of religion, nurse, occupational therapist, physiotherapist, psychologist, religious leader, social service professional, social worker, speech therapist, teacher, traditional health practitioner, traditional leader or member of staff or volunteer worker at a partial care facility, drop-in centre or child and youth care centre who on reasonable grounds concludes that a child has been abused in a manner causing physical injury, sexually abused or deliberately neglected, must report that conclusion in the prescribed form to a designated child protection organisation, the provincial department of social development or a police official.
- 2) Any person who on reasonable grounds believes that a child is in need of care and protection may report that belief to the provincial department of social development, a designated child protection organisation or a police official.
- 3) A person referred to in subsection (1) or (2)—
 - must substantiate that conclusion or belief to the provincial department of social development, a designated child protection organization or police official; and
 - who makes a report in good faith is not liable to civil action on the basis of the report.
- 4) A police official to whom a report has been made in terms of subsection (1) or (2) or who becomes aware of a child in need of care and protection must—
 - ensure the safety and well-being of the child concerned if the child's safety or well-being is at risk; and
 - within 24 hours notify the provincial department of social development or a designated child protection organisation of the report and any steps that have been taken with regard to the child.
- 5) The provincial department of social development or designated child protection organisation to whom a report has been made in terms of subsection (1), (2) or (4), must
 - ensure the safety and well-being of the child concerned, if the child's safety or well-being is at risk;
 - make an initial assessment of the report;
 - unless the report is frivolous or obviously unfounded, investigate the truthfulness of the report or cause it to be investigated;
 - if the report is substantiated by such investigation, without delay initiate proceedings in terms of this Act for the protection of the child; and
 - submit such particulars as may be prescribed to the Director-General for inclusion in Part A of the National Child Protection Register.
- 6)
 - A designated child protection organisation to whom a report has been made in terms of subsection (1), (2) or (4) must report the matter to the relevant provincial department of social development.



- The provincial head of social development must monitor the progress of all matters reported to it in terms of paragraph (a).
- 7) The provincial department of social development or designated child protection organisation which has conducted an investigation as contemplated in subsection (5) may:
- take measures to assist the child, including counselling, mediation, prevention and early intervention services, family reconstruction and rehabilitation, behavior modification, problem solving and referral to another suitably qualified person or organisation;
 - if he or she is satisfied that it is in the best interest of the child not to be removed from his or her home or place where he or she resides, but that the removal of the alleged offender from such home or place would secure the safety and well-being of the child, request a police official in the prescribed manner to take the steps referred to in section 153; or
 - deal with the child in the manner contemplated in sections 151, 152 or 155.
- 8) The provincial department of social development or designated child protection organisation which has conducted an investigation as contemplated in subsection (5) must report the possible commission of an offence to a police official

Appendix B: Section 150 of the Children’s Act - Children's Act, 2005 (Act No. 38 of 2005)

Child in need of care and protection

- 1) A child is in need of care and protection if, the child:
 - has been abandoned or orphaned and is without any visible means of support;
 - displays behaviour which cannot be controlled by the parent or care-giver;
 - lives or works on the streets or begs for a living;
 - is addicted to a dependence-producing substance and is without any support to obtain treatment for such dependency;
 - has been exploited or lives in circumstances that expose the child to exploitation;
 - lives in or is exposed to circumstances which may seriously harm that child’s physical, mental or social well-being;
 - may be at risk if returned to the custody of the parent, guardian or care-giver of the child as there is reason to believe that he or she will live in or be exposed to circumstances which may seriously harm the physical, mental or social well-being of the child;
 - is in a state of physical or mental neglect; or
 - is being maltreated, abused, deliberately neglected or degraded by a parent, a care-giver, a person who has parental responsibilities and rights or a family member of the child or by a person under whose control the child is.

- 2) A child found in the following circumstances may be a child in need of care and protection and must be referred for investigation by a designated social worker:
 - a child who is a victim of child labor; and
 - a child in a child-headed household.

- 3) If after investigation a social worker finds that a child referred to in subsection (2) is not a child in need of care and protection as contemplated in subsection (1), the social worker must where necessary take measures to assist the child, including counselling, mediation, prevention and early intervention services, family reconstruction and rehabilitation, behavior modification, problem solving and referral to another suitably qualified person or organisation.

Appendix C: Form 2



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REPUBLIC OF SOUTH AFRICA

FORM 2

**BRINGING MATTER TO COURT IN TERMS OF SECTION 53 CHILDREN'S ACT, 2005 (ACT NO. 38 OF 2005)
REGULATIONS RELATING TO CHILDREN'S COURTS AND INTERNATIONAL CHILD ABDUCTION, 2008
[Regulation 6]**

Note:

1. Affidavits of other persons or other documentary evidence in support of the matter must be attached.
2. Your attention is drawn to the fact that the children's court may adjudicate the matter, refer the matter for mediation to a lay-forum or refer the matter for a family group conference. If the matter is referred back to the children's court the clerk will inform you accordingly.

File No:

[If the space provided for is inadequate, submit information as an Annexure to this form and sign each page.]

PART A: PARTICULARS OF CHILD(REN)	
Surname:	
Full names and gender:	
Child 1	
Child 2	
Child 3	
Child 4	
Child 5	
ID. No./Date of birth: Child 1	
Child 2	
Child 3	
Child 4	
Child 5	
Residential address(es): <i>(If the addresses are not the same for each child please indicate the addresses on a separate page.)</i>	Code ()
Residential telephone number: (if any) <i>(If the numbers are not the same for each child please indicate the numbers on a separate page.)</i>	
Cellular number:(if any) Child 1	
Child 2	
Child 3	
Child 4	
Child 5	
Physical address (where documents can be served): <i>(If the addresses are not the same for each child please indicate the addresses on a separate page.)</i>	Code ()

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Other relevant information (such as financial position, availability of transport, socio-economic status, if an interpreter will be needed and if special requirements are needed e.g. wheelchair access) which may assist the court to make a decision regarding the manner in which the matter could best be dealt with in terms of the Children's Act, 2005 (Act No. 38 of 2005)

PART B: PARTICULARS OF *CHILD WHO IS AFFECTED BY OR INVOLVED IN THE MATTER/PERSON *ACTING IN THE INTEREST OF THE CHILD*ON BEHALF OF THE CHILD WHO CANNOT ACT IN HIS/HER OWN NAME/ *MEMBER OF A GROUP OF CLASS OF CHILDREN/*IN THE PUBLIC INTEREST (SECTION 53(2))

Surname:	
Full names	
ID. No./Date of birth:	/ /
Capacity or relationship of person acting in terms of section 53(2):	
Registration number of corporate body(if applicable):	
Residential address:	
	Code ()
Residential telephone number:	
Cellular telephone number:	
Work address:	
	Code ()
Work telephone number:	
Fax number:	
Physical address (where documents can be served):	
	Code ()
E-mail address:	

PART C: PARTICULARS OF PERSONS HAVING AN INTEREST IN THE MATTER	
Surname: Full names ID. No./Date of birth: Capacity of person acting in terms of section 53(2)(b)-(e):	/ /
Registration number of corporate body(if applicable): Residential address:	Code ()
Residential telephone number: Cellular telephone number:	
Work address:	Code ()
Work telephone number:	
Fax number:	
Physical address (where documents can be served): E-mail address:	Code ()

PART C PARTICULARS OF PERSONS HAVING AN INTEREST IN THE MATTER	
Surname:	
Full names:	
ID. No./Date of birth:	/ /
Capacity of person acting in terms of section 53(2)(b)-(c):	
Registration number of corporate body: (if applicable)	
Residential address (if applicable):	Code ()
Phone number(h): Cellular phone number:	()

Business address:		Code ()
Phone number(b):	()	
Fax number:	()	
Physical address (where documents can be served):		Code ()
E-mail address:		

PART D: PARTICULARS OF MATTER	
Nature of matter brought to court: <i>(Please give full details of the matter e.g., registration/amendment of parenting plans, removal of child to safe care, children in need of care and protection, placement in youth care centers, adoption etc.)</i>	
Documents: Are there any documents relating to the matter? <i>(If so please attach):</i>	

Signed atthis.....day of.....20.....

.....
Signature/thumbprint/mark of person bringing the matter to court

.....
Full names of person witnessing person who made a thumbprint/mark

.....
Signature of witness to thumbprint/mark

AppendixD:Form22

FORM 22
REPORTING OF ABUSE OR DELIBERATE NEGLECT OF CHILD
 (Regulation 33)
[SECTION 110 OF THE CHILDREN'S ACT 38 OF 2005]

**REPORTING OF ABUSE TO PROVINCIAL DEPARTMENT OF SOCIAL DEVELOPMENT,
 DESIGNATED CHILD PROTECTION ORGANISATION OR POLICE OFFICIAL**

NOTE: A SEPARATE FORM MUST BE COMPLETED FOR EACH CHILD

TO: 1. The Head of the Department, Dept of Social Development

**2. The District Director, Dept of Education: For Attention CES: SD55 / Social Worker
 Copy for your attention and Register for Child Abuse Cases**

Pursuant to section 110 of the Children's Act, 2005, and for purposes of section 114(1)(a) of the Act, you are hereby advised that a child has been abused in a manner causing physical injury/ sexually abused/ deliberately neglected or is in need of care and protection.

Source of report (do not identify person)			
<input type="checkbox"/> Victim	<input type="checkbox"/> Relative	<input type="checkbox"/> Parent	<input type="checkbox"/> Neighbour/friend
<input type="checkbox"/> Professional (specify)			
<input type="checkbox"/> Other (specify)			
Date Reported to child protection organisation:		DD	MM
		CCYY	

1. CHILD: (COMPLETE PER CHILD)			
Surname		Full name(s)	
Gender:	M	F	Date of Birth:
		DD	MM
School Name:		Grade:	Age / Estimated Age:
* ID no:		* Passport no:	
Contact no:			

2. CATEGORY OF CHILD IN NEED OF CARE AND PROTECTION		
<input type="checkbox"/> Street child	<input type="checkbox"/> Child labour	<input type="checkbox"/> Child trafficking
<input type="checkbox"/> Commercial sexual exploitation	<input type="checkbox"/> Exploited children	<input type="checkbox"/> Child abduction

3. OTHER INTERVENTION – CONTACT PERSON TRUSTED BY CHILD	
Surname:	Name:
Address:	Telephone number:
Other children interviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number :

(*) = Complete if available or applicable

1

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

4. ALLEGED ABUSER	
4.1) Surname	Full Name(s)
Date of Birth: DD MM CCYY	Gender: M F
ID No:	Age:
* Passport No:	* Drivers license:
Also known as:	Relationship to child:
Street Address (include postal code):	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Grand father <input type="checkbox"/> Grand mother <input type="checkbox"/> Step father <input type="checkbox"/> Step mother <input type="checkbox"/> Foster father <input type="checkbox"/> Foster mother <input type="checkbox"/> Uncle <input type="checkbox"/> Aunt <input type="checkbox"/> Sibling <input type="checkbox"/> Caregiver <input type="checkbox"/> Professional: social worker/police officer/teacher/caregiver/priest/dr/volunteer <input type="checkbox"/> Other (specify)
Postal Code:	
4.2) WHEREABOUTS OF ALLEGED PERPETRATOR:	
<input type="checkbox"/> Section 153 (Request for removal by SAPS) <input type="checkbox"/> Still in home <input type="checkbox"/> In hospital (Name/Place.....) <input type="checkbox"/> In detention (Place.....) <input type="checkbox"/> Living somewhere else <input type="checkbox"/> Whereabouts unknown <input type="checkbox"/> Un-identified	

5. PARENTS OF CHILD (If other than above)	
Surname: Father / Step-father	Full name(s)
Date of Birth: DD MM CCYY	Gender: M F
ID no:	Age:
Surname: Mother / Step-mother	Full name(s)
Date of Birth: DD MM CCYY	Gender: M F
ID no:	Age:
Also known as:	Names and ages of siblings or other children if helpful for tracking
Street Address (include postal code):	Postal Code:

(*) = Complete if available or applicable

SURNAME OF CHILD:			
FULL NAMES OF CHILD:			
6. ABUSE			
Date of Incident:		Date unknown:	Episodic/ongoing from (date)
DD	MM	CCYY	DD MM CCYY
Place of incident:			
<input type="checkbox"/> Child's home <input type="checkbox"/> Field <input type="checkbox"/> Tavern <input type="checkbox"/> School <input type="checkbox"/> Friend's place <input type="checkbox"/> Partial Care <input type="checkbox"/> ECD Centre <input type="checkbox"/> Neighbour <input type="checkbox"/> Child and youth care centre <input type="checkbox"/> Other (specify) <input type="checkbox"/> Foster home <input type="checkbox"/> Temporary safe care			
6.1) TYPE OF ABUSE (Tick only the one that indicates the key motive of intent)			
Physical		Emotional	Sexual
Deliberate neglect			
6.2) INDICATORS (Check any that apply)			
PHYSICAL:			
<input type="checkbox"/> Abrasions <input type="checkbox"/> Bruises <input type="checkbox"/> Burns/Scalding <input type="checkbox"/> Fractures <input type="checkbox"/> Other physical illness <input type="checkbox"/> Cuts <input type="checkbox"/> Welts <input type="checkbox"/> Repeated injuries <input type="checkbox"/> Fatal injury (date of death) <input type="checkbox"/> Injury to internal organs <input type="checkbox"/> Head injuries <input type="checkbox"/> No visible injuries <input type="checkbox"/> Poisoning (specify) <input type="checkbox"/> Other Behavioural or physical (specify) (elaborate)			
EMOTIONAL:			
<input type="checkbox"/> Withdrawal <input type="checkbox"/> Depression <input type="checkbox"/> Self destructive aggressive behaviour <input type="checkbox"/> Corruption through exposure to illegal activities <input type="checkbox"/> Deprivation of affection <input type="checkbox"/> Exposure to anti-social activities <input type="checkbox"/> Exposure to family violence <input type="checkbox"/> Parent or care giver negative mental condition <input type="checkbox"/> Inappropriate and continued criticism <input type="checkbox"/> Humiliation <input type="checkbox"/> Isolation <input type="checkbox"/> Threats <input type="checkbox"/> Development Delays <input type="checkbox"/> Oppression <input type="checkbox"/> Rejection <input type="checkbox"/> Accusations <input type="checkbox"/> Anxiety <input type="checkbox"/> Lack of cognitive stimulation <input type="checkbox"/> Mental, emotional or developmental condition requiring treatment (specify)			
SEXUAL:			
<input type="checkbox"/> Contact abuse <input type="checkbox"/> Rape <input type="checkbox"/> Sodomy <input type="checkbox"/> Masturbation <input type="checkbox"/> Oral sex area <input type="checkbox"/> Molestation <input type="checkbox"/> Non contact abuse (flashing, peeping) <input type="checkbox"/> Irritation, pain, injury to genital <input type="checkbox"/> Other indicators of sexual molestation or exploitation (specify)			
DELIBERATE NEGLECT:			
<input type="checkbox"/> Malnutrition <input type="checkbox"/> Medical <input type="checkbox"/> Physical <input type="checkbox"/> Educational <input type="checkbox"/> Refusal to assume parental responsibility <input type="checkbox"/> Neglectful supervision <input type="checkbox"/> Abandonment			
6.3) Indicate overall degree of Risk to child:			
<input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Unknown			
6.4) When applicable, tick the secondary type of abuse Multiple Abuse:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sexual	Physical	Emotional	Deliberate Neglect
Brief explanation of occurrence(s) (including a statement describing frequency and duration)			

(*) = Complete if information is available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

7. MEDICAL INTERVENTION (*)		
Treated outside hospital: <input type="checkbox"/> Yes <input type="checkbox"/> No Where (name of Hospital)	Examined by: <input type="checkbox"/> Doctor <input type="checkbox"/> Reg. Nurse Contact person	Hospitalised: <input type="checkbox"/> For assessment <input type="checkbox"/> For treatment <input type="checkbox"/> As place of safety Telephone Number

8. CHILDREN'S COURT INTERVENTION (*)			
Removal of child to temporary safe care (Section 152): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date MM DD CCYY		

9. SAPS: (ACTION RELATED TO ALLEGED ABUSER(S)) - (*)			
Reported to SAPS: <input type="checkbox"/> Yes <input type="checkbox"/> No CASE NR	Charges laid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date DD MM CCYY Police Station	Telephone Nr
Name of Police Officer		Rank of Police Officer	

10. CHILD KNOWN TO WELFARE ORGANISATION/ SOCIAL DEVELOPMENT?		
10.1) Child known to welfare?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Organisation	Contact number	Reference number

11. DETAILS OF PERSON WHO REPORTS ALLEGED ABUSE (Refers to a profession, mandatory obliged to report child abuse)		
Name of informant		Employer
Employer Address	Work Telephone Nr	Fax Number
Email Address		

(*) = Complete if information is available or applicable

SURNAME OF CHILD:	
FULL NAMES OF CHILD:	

CAPACITY Section 110 (1)	Caregiver	Correctional Official	Child and Youth Care Centre Legal Practitioner	Dentist	Doctor	Drop in Centre
	Homeopath	Labour Inspector		Midwife	Member of staff – partial care facility	Medical Practitioner
	Minister of Religion Religious leader	Nurse	Occupational Therapist Social service professional	Psychologist	Police Official Social worker	Physio-therapist
	Speech therapist		Shelter		Traditional leader	
	Teacher		Traditional health practitioner		Volunteer Worker – partial care facility	
	Other (specify)					

I declare that the particulars set out in the above mentioned statement are true and correct to the best of my knowledge.

Signature of person reporting alleged abuse: _____

Date: _____

Official Stamp of Department / child protection organisation
--

NAME OF REPORTING EDUCATOR: _____

NAME OF PRINCIPAL: _____

DATE : _____

NAME OF SCHOOL: _____

ADDRESS: _____

CONTACT TELEPHONE: _____



Appendix E: Form 29

FORM 29

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

(Regulation 44)

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

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

Dear Sir / Madam

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

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

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

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

Name of business :
 Physical address of business :
 Postal address of business :
 Telephone numbers of business :
 Position held or to be held by person:
 Personal details of person employed or to be employed.
 Full names :
 Surname :
 Physical address :
 Postal address :
 Telephone number :
 Alias or nickname :
 ID number :
 Passport number :

Yours sincerely

(Signature)

(Date)



Appendix F: Form 30

FORM 30

**INQUIRY BY PERSON TO ESTABLISH IF HIS / HER NAME IS INCLUDED IN
PART B OF NATIONAL CHILD PROTECTION REGISTER (REGULATION
50(1)(b))[SECTION 126(3) OF THE CHILDREN'S ACT, (No 38 OF 2005)]**

TO: The Director-General
Department of Social Development
Child Protection Register
Private Bag X901
Pretoria
0001

Dear Sir / Madam

In terms of section 126(3) of the Children's Act, (No. 38 of 2005), I _____
_____ (full names and surname) wish
to enquire whether my name is included in Part B of the National Child Protection Register. A certified copy
of one of the following documents is attached as verification of my identity.

1. IDENTIFYING DOCUMENTS:

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

In the event that my name has been included in Part B of the Register, kindly furnish reason why this was done. My personal details are:

2. CONTACT DETAILS:

Postal address:	Physical address:
* Email:	
Telephone No:	* Cellular No:

(* - if applicable)

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

Yours sincerely

(Signature)

(Date)

Kindly note that in the event that information becomes available that you are unsuitable to work with children, the Director-General reserves the right to enter your name on Part B of the Register, of which you will be duly notified. In terms of section 121 of the Children's Act, you have the right to appeal against such finding, or have the finding reviewed by a Court of Law.

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